

# Survey of Volunteer, Youth, Charitable And Community Service Programs

Committee: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_

- B    Number of participants    [    ]
- C    Number of Elks            [    ]
- D    Number of Helpers          [    ]
- E    Total Elk Hours            [    ]
- F    Total Helper Hours        [    ]
- G    Elk Miles                    [    ]
- H    Helper Miles                [    ]
- I    Non-Cash Contributions      [    ]
- J    Cash Donations             [    ]

Columns B through D:    Count individuals - Not couples, teams or groups

Columns E and F:        Indicate total hours - if 6 Elks worked 6 hours (6 x 6) = 36 hours  
 Columns G and H        Mileage traveled in preparation for or in event itself.  
                                   Number of people (vehicles) times round trip miles.

Column I                Cash value of contributions, including hall donations, food, band, clothing, parties, gifts, etc. Do not include hours or mileage.

Column J                Actual cash, checks, money orders or purchase value of Savings Bonds, etc. donated that go to the recipient of the event.

Submitted by: \_\_\_\_\_

Must be completed and returned to secretary's Office by meeting following event

## QUARTERLY MEETINGS THAT QUALIFY FOR INCLUSION IN YOUR CHARITY REPORT

Meetings that qualify for inclusion in the Charity Report:

Americanism	Catch-A-Calf - Little Britches Rodeo
Clem Audin	Drug Awareness
Government Relations	Hoop Shoot
Laradon Hall -Major Project	National Foundation
Public Relations - National Western Stock Show	Soccer Shoot
Veterans Service - Veterans Hide Program	Youth Activities

Number of Participants:	One (for yourself)
Number of Elks:	One (for yourself)
Number of Helpers	Not applicable (Unless your non-Elk spouse attends open events)
Total Elk Hours:	One hour for each session attended.
Total Helper Hours:	Again, generally not pertinent for Quarterlies.
Elk Miles:	Divide the total number of sessions attended into round trip mileage and take that proportionate mileage for each of the above programs attended. Or see below.
Helper Miles:	As above for non-Elk members.
Non-Cash Contributions:	See below.
Cash Donations:	This item should include only cash that is received by the beneficiary or organization for which the event was conducted, such as money spent on a raffle at the ENF session or something similar.

Count **one hour** for each program attended.

- It is permissible that Non-Cash contributions include out-of-pocket expenses incurred by Elks who conducted or participated in a qualifying event. These non-reimbursed expenses are member donations that enable the Order to provide the services necessary to accomplish the project. Since the beneficiaries do not receive the money this would be a "non-cash" donation.
- We are talking here about attendance at a quarterly meeting, so these expenses would thereby need to be prorated in a manner similar to the mileage reported above. Since there are differing opinions on this each of you should make your own determination.
- There are several ways to calculate this amount. One acceptable way is to take the total hours of sessions and meetings and divide the number of hours attending qualifying sessions for a percentage of expenses.
- Another way is to take the total number of workshops and divide the number of qualifying sessions attended to obtain the percentage of expenses to report.
- These methods may also be used for figuring the pro-rata share of mileage for the report. Each member or Lodge will need to decide which method to use. However, once a method is decided upon, it is wise to use that method for all such reports.