

## SERVICE REPORT GUIDELINES

### Introduction

As a service organization, AMVETS National Ladies Auxiliary encourages all Local Auxiliaries to actively support its established Service Programs, which are:

Child Welfare, Community Service, Americanism, Hospital, and Scholarship.

Cash Donation programs are:

1. John Tracy Clinic (Child Welfare)
2. Paws with a Cause (Community Service)
3. Freedoms Foundation (Americanism)
4. Scholarship (Scholarship)
5. St. Jude Children's Research Hospital (Hospital)
6. James H. Parke Scholarship (VAVS)

Cash donations are to be sent from local Auxiliary to Department to National.

Local Auxiliaries are encouraged to report their volunteer service work in order to substantiate that AMVETS Ladies Auxiliary is a volunteer service organization.

Reporting periods are as follows: May 1 to October 31 for the mid-year report May 1 to April 30 for the annual report.

Local Auxiliary Service Report Forms are due to their Department Service Chairmen and/or District, according to Department procedures.

Departments shall report to the National Service Chairmen through their NECwomen, no later than December 1 and June 1.

Local Auxiliaries in unchartered Departments are to submit Service Report Forms, by the deadline date as published by National Headquarters, directly to the National Service Chairmen no later than December 1 and June 1.

Local Auxiliaries should keep records of all service program activities; recording volunteers by name, number of hours, monies expended, any new or used materials donated, refreshments and miles traveled so that all information will be available when reports are due.

## Projects

A PROJECT is any activity performed under the Service Programs listed above. All program activity must receive prior approval at a regular meeting of an Auxiliary, be duly passed and recorded in the Auxiliary minutes and performed in the name of AMVETS Ladies Auxiliary to be recorded on Service Report Forms.

A volunteer cannot come to her Auxiliary meeting and say she had performed some service and claim credit for this service -- she must have had PRIOR approval of her Auxiliary.

Projects are to be counted each time a service is performed regardless of how many times the same service is given, i.e. a monthly bingo party at a hospital for twelve (12) months would be counted as twelve (12) PROJECTS, five (5) different parades would be five (5) PROJECTS and canceled stamps, coupons, etc. to four different institutions would be four (4) PROJECTS.

Do not say "Holiday Parties at Jones Institute"; this tells the Department Chairman nothing. Say, "sponsored seven (7) holiday parties at a home for the mentally challenged benefiting fifty-two (52) patients.

Do not say, "collected funds for the March of Dimes say, "six (6) volunteers collected five hundred (\$500.00) for the March of Dimes," etc. Do not use given names in reporting work in

any institution, hospital, camp, school, etc. Any service activity performed for members of AMVETS and Auxiliary in offering material aid to the economically underprivileged and socially maladjusted maybe reported providing it has received PRIOR approval.

## Volunteers

Each member or honorary member working in the name of AMVETS Ladies Auxiliary is a VOLUNTEER. Volunteers are counted ONLY ONCE during the year for each program, regardless of how many projects participated in. Volunteer hours are accumulative and should be recorded under the volunteer's name.

## Hours

Volunteer hours are the actual times spent on a project. Hours are computed at twenty (\$20.00) dollars per person per hour. Do not report hours spent in travel unless the project is a tour. Time spent for travel to and from a VA Medical Center and or Medically staffed Nursing Home shall be counted ONLY on the Hospital Service Report Forms.

Hours for professional entertainers are computed at twenty (\$20.00) dollars per person, per hour and reported as cash donations.

Any type of sewing and home crafts is reported as volunteer hours.

Hours spent in GENERAL FUND RAISING CANNOT BE REPORTED: the dollar value is reported at the time of expenditure either as a donation, new material, gifts, etc.

Hours spent in soliciting for national public fund drives may be reported BUT NOT the monies collected.

Hours spent in preparing articles for distribution, shopping, etc. may be reported. Hours spent in compiling bonus points and canceled stamps may be reported.

Coupon evaluation shall be \$10.00 for every 100 coupons, with one hour per 100 coupons.

Hours spent in collecting cans, bottles and paper for recycling may be reported, but no reportable value is given to these items.

Hours served in hospitals, other than a VA Medical Center, may be reported under the Hospital Program.

Voluntary hours rendered by members and honorary members, with the approval of AMVETS National Ladies Auxiliary, may be reported on all programs.

National, Department, District or Regional Officers may credit her hours to the Local Auxiliary when the activity in which she participated involved the duties of the respective office she holds. A member may credit hours to the Local Auxiliary, excluding the VAVS Program.

### Mileage

Mileage is to be computed at fifty (.50) cents PER MILE, PER CAR, ROUNDTRIP.

### Refreshments

The value of any refreshments donated in connection with an activity may be reported. The actual cost of any purchased refreshments may be reported.

Home baked goods are to be reported as follows:

- Cakes: \$8.00 each                      24 cupcakes \$8.00
- Cookies/Brownies/Bars: \$5.00 per dozen

- Sandwiches: \$24.00 per dozen
- Pies: \$10.00

Meals served in homes are to be reported as follows:

- Breakfast: \$5.00 each
- Lunch: \$10.00 each
- Dinner: \$15.00 each

### Cash Donations

A cash donation is any monetary contribution which benefits an activity which reflects the basic programs of AMVETS Ladies Auxiliary, i.e. Child Welfare, John Tracy Clinic, Day Care Centers, etc.

Cash donations are to be reported as such on the report form.

### New Materials

The full purchase price of homemade items, gifts and any type prizes, etc. are to be reported, plus time involved.

Blood donations are evaluated at one hundred (\$100.00) dollars per pint on the Community Service Form.

## Used Materials

The donation of any type of used materials may be reported. Evaluate used materials as follows: clothing, home furnishings, etc. – estimate value considering condition and purchase price when new.

Dress suits	\$35.00
Dress slack	\$7.50
Work pants/jeans	\$5.00
Car/Winter coat	\$25.00
Snow suits	\$20.00
Sport jackets	\$15.00
Men's sweaters	\$5.00
Shirts	\$3.00
Jerseys/T-shirts	\$2.00
Boots	\$7.00
Men's shoes	\$8.00
Raincoats	\$7.50
Ties/Belts	\$3.00
Caps/Scarves	\$1.00
Undershirts	\$1.00
Undershorts	\$.75
Socks	\$.40
Men's PJ's	\$4.00
Men's Slippers	\$2.50
Men's Robes	\$6.00
Men's Joggers	\$7.00
Summer shorts	\$2.50
Gloves	\$1.50
Blankets	\$7.00
Pillow	\$4.00
Drapes	\$10.00
End Tables	\$20.00
Vacuum	\$30.00
Refrigerator	\$50.00
Color TV	\$50.00
Chest	\$35.00
Floor lamp	\$15.00
Chair	\$25.00
Bicycle	\$25.00
China Cabinet	\$50.00
Curtains	\$6.00
Jersey/t-shirts	\$3.00

Dresses	\$7.00
Jogging suit	\$10.00
Slacks	\$7.00
Blouse/Smocks	\$3.50
Ladies shoes	\$6.00
Panties	\$.50
Ladies sweaters	\$5.00
Shells	\$1.00
Full slips	\$1.50
Half slips	\$1.00
Gowns/PJ's	\$4.00
House slippers	\$2.00
Bras	\$.75
Skirts/Culottes	\$4.00
Robes	\$5.00
Coats-Snow suits	\$15.00
Hankies	\$.25
Bed jackets	\$4.00
Girl's jackets	\$6.00
Ladies jackets	\$6.00
Sweatshirts/pants	\$3.00
3 pc Slacks suit	\$20.00
Purses	\$2.00
Bedspreads	\$10.00
Sheets	\$4.00
Kitchen table set	\$85.00
Washing machine	\$50.00
Dryer	\$50.00
Stove	\$50.00
Bed/mattress/spring	\$75.00
Sofa	\$50.00
Table lamp	\$8.00
Desk	\$45.00
Radio	\$10.00
Wardrobe	\$35.00
Studio couch	\$75.00

Item	Evaluated Cost
Baby and children's clothing.....	half (1/2) retail price
Used greeting cards.....	\$10.00 per one hundred (100)
Canceled stamps.....	\$4.00 per one hundred (100)
Hearing aids.....	\$100.00 each
Used eyeglasses.....	\$50.00 each
Portion of eye glasses.....	\$10.00
Old jewelry.....	\$10.00 per pound when packaged
Bonus points, etc.....	valued as printed on item
Betty Crocker coupons.....	\$.03 per point
Campbell's product labels.....	\$.10 per label
Cash register receipts.....	applied at full value
Pull tabs.....	\$5.00 per pound and no other evaluation taken
Paperback books.....	half (1/2) retail price
Frequent flyer miles.....	\$.05 per mile
Hair donated for wigs for cancer patients.....	cost of a haircut plus one (1) hour
John Tracy Clinic Bears.....	\$35 per bear all inclusive
Used computer Ink Cartridges.....	\$5.00 each
Coupons.....	1 hour for 100 coupons with a \$10.00 evaluation
Cell phones.....	\$50.00

## Lodging

Providing lodging for military service personnel, children and adults as a gratis service is to be reported on the Service Report Form.

Lodging is to be evaluated at \$40.00 per night, per person. Any additional services in connection with lodging are to be reported as performed, such as, refreshments, medication, clothing, under the proper categories on the report form.

## Hospital Program

Volunteer service work performed in any hospital may be reported.

A hospital is defined as any institution providing health care services to the physically or mentally ill; this includes nursing care homes and convalescent homes (when medically staffed).

Actual hours spent in any hospital or in direct contact with the patient may be applied towards Hospital Pins and Hour Bars. Hours spent in travel may be counted only on Hospital Service Report form.

VAVS Representative and/or Deputy hours spent at VAVS meetings are to be reported to their Local Auxiliary.

Any type of sewing or crafts performed outside of the hospital are to be reported as volunteer hours.

November is St. Jude Children's Research Hospital month.



## Youth Program

All youth volunteers are to be reported on a separate Service Report Form.

A list of the volunteers and their hours served in the respective program should be attached to the Service Report Form.

Youth volunteers are those youths who work in the names of AMVETS or AMVETS Ladies Auxiliary. Youth volunteers include Junior AMVETS.

Youth Volunteers receive one blanket certificate for their volunteer service.

## Child Welfare Program

April is John Tracy Clinic Month.

Any project benefiting children only is to be reported on the Child Welfare Report, this includes service performed for Junior AMVETS, Worchid, and John Tracy Clinic for preschool deaf children.

Any project involving scouts which has the approval, may be reported even though they are not sponsored by the Auxiliary or Post. The evaluation of John Tracy Clinic bears are evaluated at \$35 per bear all inclusive. The cost of mailing the bears to JTC is not included.

## Community Service Program

March is PAWS With A Cause® month.

Any project benefiting adults or any project benefiting adults and children at the same time is reported on the Community Service Report, this includes VSP (Very Special People) program.

All projects for Senior Citizens homes, homes for the aged and retirement centers to be reported under Community Service Report.

PAWS With A Cause® is an organization that provides trained dogs for hearing impaired and mobility impaired handicapped.

All blood donations are to be reported on the Community Service Report.

### Scholarship Program

February is Scholarship Month.

Any project that contributes to education is reported on the Scholarship Report. All work done for any Scholarship is reported on the Scholarship Report Form, this includes work on the AMVETS Drivers Challenge Program.

### Americanism Program

May is Freedoms Foundation Month.

Any project that portrays or instills patriotism is reported on the Americanism Report. Donations to Freedoms Foundation are reported under Americanism. Attendance at Freedoms Foundation Seminars is urged.

Other donations to be reported are: Project HOPE, Freedom from Hunger, CARE, etc.

### Serve Our Servicemen Program (SOS)

Any service to aid and assist military personnel is reported under Americanism Report.

This includes service and assistance to the U.S.O.

