

**AMVETS LADIES AUXILIARY
DEPT OF NEW YORK
TRAINING---SERVICE REPORTS**

Service reports are done by Locals twice a year (Mid Year, and End of Year).

Mid Year reports are due to Department Officers by Oct 25th. This includes projects done from May 1st - Oct 31st.

End of Year reports are due to Department Officers by April 25th. This is the total from May 1st to April 30th.

The Local Service Report Form are for your totals for that particular Program, it does NOT get filled out for each project you do.

AMVETS Ladies Auxiliary has 5 Programs; Child Welfare, Community Service, Hospital, Americanism, and Scholarship.

PROJECTS: any activity performed under the service programs listed above. All program activity must meet with prior approval at an Auxiliary meeting. It must be duly passed and recorded in the Auxiliary minutes, and performed under the name of AMVETS Ladies Auxiliary. Projects are counted each time the service is performed. Eg; monthly bingo party done for a year = 12 projects



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AMVETS LADIES AUXILIARY LOCAL SERVICE REPORT FORM

Individual reports shall be made for the following programs:

- Americanism/SOS Child Welfare Community Service Hospital
 Scholarship (please indicate which program)

3

4

Local Auxiliary Reporting:

5

Reporting Period

to

Auxiliary

List Volunteers:

(List Additional Volunteers on the back)

7

6

Number of Volunteers

1.

8

Hours Donated

2.

9

Number of Miles

3.

10

Number of Projects

4.

5.

EVALUATIONS:

11

Hours @ \$20.00 per hour

6.

12

Mileage @ \$.50 per mile

7.

13

Refreshments

8.

14

Cash Donations

9.

15

New Material

10.

16

Used Material

11.

17

Lodging

12.

TOTAL EVALUATIONS:

18

List projects and activities in detail. (Use the back or additional sheets if necessary)

19

Chairman Signature:

20

Date:

Address:

City/State:

Phone/E-mail:

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Revised SEPTEMBER 2013

SERVICE REPORTS

1. Always check the National Auxiliary website for current forms. Outdated forms may not have current changes.
2. Be sure your reporting on correct form. Youth Service Reports are reported on their own designated forms.
3. Be sure to check off or circle the Program in which you are reporting.
4. Your Aux #. I always like to add NY. Ex: NY 000
5. Reporting periods MID YEAR - May 1st through Oct 31st.
END OF YEAR May 1st – April 30th
6. # of volunteers for this Program.
7. List your Members and Honorary members here. Names can be only listed once for the entire year. Youth Volunteers are not listed on this form.
8. Total hours donated. For this Program.
9. Number of miles traveled to and from a project.
10. The number of projects done for this Program, during the time period you are reporting on. (Mid year May 1-Oct 31) (End of year May 1-Apr30).
11. # of volunteer hrs X 20.00. (ROUND OFF TO THE NEAREST DOLLAR)
12. # of miles X .50 (ROUND OFF TO THE NEAREST DOLLAR)
13. Refreshments The actual cost of any purchased refreshments may be reported. Home baked items are listed on the evaluation sheets provided. This is also listed on the National AMVETS Ladies Auxiliary website under THIS N THAT column.
14. Cash donations- any monetary contribution which benefits an activity which reflects the basic programs of AMVETS Ladies Auxiliary. Be sure to list on your Service Report form.
15. The full purchase price of homemade items, any type of prizes, etc., PLUS time involved.

(2)

16. Used materials- follow evaluation sheets provided.
 17. Lodging- providing lodging for Military personnel, adults, children as a gratis service.
 18. Add totals under the evaluations, ROUND OFF TO THE NEAREST DOLLAR, and double check your math , or have someone dbl check it for you.
 19. Give a description of your projects, (when the Officer reads it, can they visualize what was done in that project)
 20. Officer that is responsible for this Program in your Auxiliary.
-

If handwriting these reports, be sure it is LEGIBLE

Blood donations: evaluation is 100.00 per pint.

Face Masks: 5.00/per all inclusive. + 1 hour

Feb- Scholarship Month

March- PAWS With A Cause Month- Community Service

April- John Tracy Center Month- Child Welfare

Oct- Freedoms Foundation Month- Americanism

Nov- St Jude Children's Research Hospital Month- Hospital

All checks for donations from Local Auxiliaries, must come from the Local Auxiliary acct. Payable to "AMVETS LADIES AUXILIARY, DEPT OF NY". Remember 2 SIGNATURES MUST ENDORSE THE CHECK.

Dept of NY Standing Rule #17 states that any check sent to Dept that is made out incorrectly, will be charged 25.00.



**AMVETS LADIES AUXILIARY
LOCAL YOUTH VOLUNTEER
SERVICE REPORT FORM**

Individual reports shall be made for the following programs: Hospital, Child Welfare, Community Service, Americanism/SOS and Scholarship – please indicate which program.

Local Auxiliary Reporting:

Reporting Period

to

Auxiliary

List Youth Volunteers:

List Additional Volunteers on the Back.

- | | |
|--------------------------|-----|
| Number of Volunteers | 1. |
| Hours Donated | 2. |
| Number of Miles | 3. |
| Number of Projects | 4. |
| EVALUATIONS: | 5. |
| Hours @ \$20.00 per hour | 6. |
| Mileage @ \$.50 per mile | 7. |
| Refreshments | 8. |
| Cash Donations | 9. |
| New Material | 10. |
| Used Material | 11. |
| Lodging | 12. |

TOTAL EVALUATIONS:

List projects and activities in detail. (Use the back or additional sheets if necessary)

Chairman Signature: _____ Date: _____

Address: _____

City _____ State _____ Zip _____

Phone _____ Email _____

SERVICE REPORT GUIDELINES - EVALUATIONS

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: \$12.00 each
- 24 cupcakes: \$12.00
- Cookies/Brownies/Bars: \$7.50 per dozen
- Pies: \$15.00

Meals served in homes are to be reported as follows:

- Breakfast: \$7.50 each
- Lunch: \$15.00 each
- Dinner: \$22.50 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	\$52.50
Dress slack	\$11.25
Work pants/jeans	\$7.50
Car/Winter coat	\$37.50

Dresses	\$10.50
Jogging suit	\$15.00
Slacks	\$10.50
Blouse/Smocks	\$5.25

Snow suits	\$30.00
Sport jackets	\$22.50
Men's sweaters	\$7.50
Shirts	\$4.50
Men's Jerseys/T-shirts	\$3.00
Boots	\$10.50
Men's shoes	\$12.00
Raincoats	\$11.25
Ties/Belts	\$4.50
Caps/Scarves	\$1.50
Undershirts	\$1.50
Undershorts	\$1.50
Socks	\$.60
Men's PJ's	\$6.00
Men's Slippers	\$3.75
Men's Robes	\$9.00
Men's Joggers	\$10.50
Summer shorts	\$3.75
Gloves	\$2.25
Blankets	\$10.50
Pillow	\$6.00
Drapes	\$15.00
End Tables	\$30.00
Vacuum	\$45.00
Refrigerator	\$75.00
Color TV	\$75.00
Chest	\$52.50
Floor lamp	\$22.50
Chair	\$37.50
Bicycle	\$37.50
China Cabinet	\$75.00
Curtains	\$9.00
Ladies Jerseys/T-shirts	\$4.50

Ladies shoes	\$9.00
Panties	\$0.75
Ladies sweaters	\$7.50
Shells	\$1.50
Full slips	\$2.25
Half slips	\$1.50
Gowns/PJ's	\$6.00
House slippers	\$3.00
Bras	\$1.25
Skirts/Culottes	\$6.00
Robes	\$7.50
Coats-Snow suits	\$22.50
Hankies	\$.50
Bed jackets	\$6.00
Girl's jackets	\$9.00
Ladies jackets	\$9.00
Sweatshirts/pants	\$4.50
3 pc Slacks suit	\$30.00
Purses	\$3.00
Bedspreads	\$15.00
Sheets	\$6.00
Kitchen table set	\$127.50
Washing machine	\$75.00
Dryer	\$75.00
Stove	\$75.00
Bed/mattress/spring	\$112.50
Sofa	\$75.00
Table lamp	\$12.00
Desk	\$67.50
Radio	\$15.00
Wardrobe	\$52.50
Studio couch	\$112.50
Steel-toed boots/shoes	50.00

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
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

Magazines.....	half (1/2) retail price
Frequent flyer miles.....	\$.05 per mile
Hair donated for wigs for cancer patients.....	\$100.00
John Tracy Clinic Bears (new materials)	\$35 per bear all inclusive
Paws Puppy Pads	\$30 per pad all inclusive
Used computer Ink Cartridges.....	\$5.00 each
Coupons.....	1 hour for 100 coupons with a \$10.00 evaluation
Cell phones (with or without charger)	\$50.00
DVD's – new.....	Full value
DVD's – used	\$10.00
8 Track tapes, cassettes, VHS tapes, records, albums....	\$ 5.00
Go Green Recycling (plastic bottles, grocery bags, Cans, paper and cardboard)	\$.05 per item or per pound for paper
Empty ice cream containers	\$.05
Milk/ Plastic Caps	\$.05
Used Pill Bottles	50 bottles =\$10.00 evaluation, 1 hour

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 \$60.00 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.