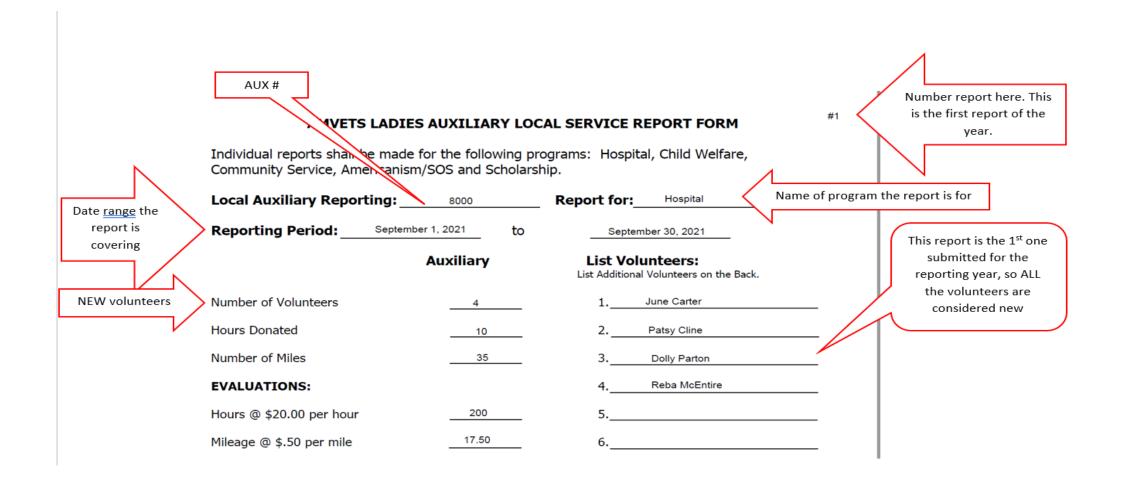
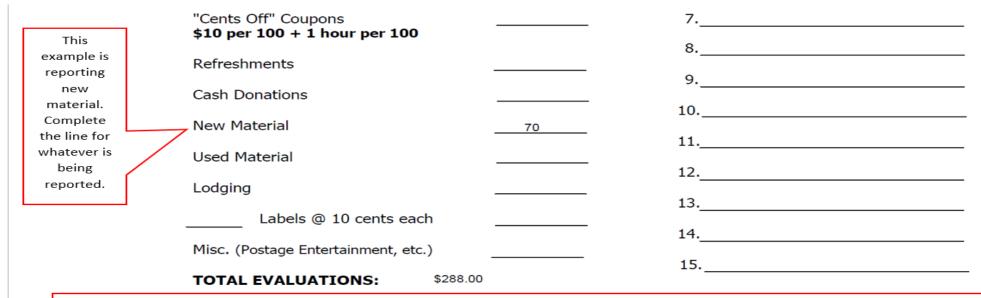
Service Report Training

AMVETS LADIES AUXILIARY DEPARTMENT OF FLORIDA

How to Complete a Service Report



How to Complete a Service Report



This report has 10 hours donated at \$20.00 per hour, 35 miles at \$0.50 per mile, and \$70.00 in new material.

To calculate the total, you complete the conversions:

10 hours x 20=\$200.00

35 miles x 0.50=\$17.50

New material =\$70.00

Adding these totals gives you:

\$200.00+\$17.50+\$70.00=\$287.50 BUT we always round to the nearest whole dollar value so the total becomes \$288.00

How to Complete a Service Report

Project total is based on report explanation. (1 # of Projects outcome =1 project) Use the back of this form or a separate sheet of 8-1/2 x 11 paper and attach it, to list projects and activities in concise detail. Do not use this form for youth volunteer projects. They should be reported on the Youth Volunteer form. Chairman Signature: Barbara Mandrell 10/8/21 813-555-1212 555 Main Street City/State/Zip: Anywhere, FL 99999 bmandrell@gmail.com REPORTING PERIOD COVERS FROM MAY 15T THRU APRIL 30TH Revised 7/1/18

PILL BOTTLES – are evaluated at \$10 used materials for every 50 pill bottles plus 1 hour

GO GREEN PROGRAM — is 5 cents for each plastic bottle, can or plastic bag or per pound of paper or cardboard for recycling

Provide a brief explanation of what was done and any applicable dates. **BEARS---** are evaluated at \$35 each. No other evaluation can be taken. These are homemade bears that are donated to <u>CHILDREN'S</u> homes or clinics. (John Tracy is no longer taking them but they can be given to organizations that care for children)

LIST PROJECTS AND ACTIVITIES IN CONCISE DETAIL BELOW

The 4 volunteers purchased \$70 worth of toiletries and socks, oversaw their packaging by youth volunteers, and delivered them to the local VA hospital

How to Complete a Subsequent Service Report

AMVETS LADIES AUXILIARY LOCAL SERVICE REPORT FORM

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

Local Auxiliary Reporting: 8000 Report for: Hospital

Reporting Period: October 1, 2021 to October 31, 2021

NEW volunteers ONLY

Reporting Period:	- Colober 1, 2021	ιο
	Auxiliary	
Number of Volunteers	1	
Hours Donated	3	
Number of Miles	30	
EVALUATIONS:		
Hours @ \$20.00 per hour	60	
Mileage @ \$.50 per mile	15	

Octo	bber 31, 2021	
	olunteers: onal Volunteers on the Back.	
1	June Carter -PR	
2	Patsy Cline -PR	
3	Dolly Parton -PR	
4	Reba McEntire -PR	//
5	Barbara Mandrell	
6.		

Number report here. This is the 2nd report of the year.

This report is the 2nd report submitted for the reporting year, so 1 of the volunteers are considered new. The rest are Previously Reported (PR)

How to Complete a Subsequent Service Report

"Cents Off" Coupons		7
\$10 per 100 + 1 hour per 100		8
Refreshments		
Cash Donations		9
New Material	45	10
Used Material		11
Lodging		12
Labels @ 10 cents each		13
Micro (Poste on Fotosteinment etc.)		14
Misc. (Postage Entertainment, etc.)		15
TOTAL EVALUATIONS: \$120.00		

This report has 3 hours donated at \$20.00 per hour, 30 miles at \$0.50 per mile, and \$45.00 in new material.

To calculate the total, you complete the conversions:

3 hours x 20=\$60.00

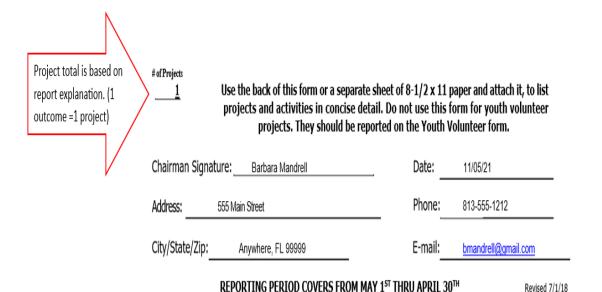
30 miles x 0.50=\$15.00

New material =\$45.00

Adding these totals gives you:

\$60.00+\$15.00+\$45.00=\$120.00

How to Complete a Subsequent Service Report



Provide a brief
explanation of what
was done and any
applicable dates. In
this example, the
shopping occurred
on 3 different dates.
But the outcome
was for 1 volunteer
date during
October. This is 1
outcome. 1
outcome=1 project.

PILL BOTTLES – are evaluated at \$10 used materials for every 50 pill bottles plus 1 hour

GO GREEN PROGRAM – is 5 cents for each plastic bottle, can or plastic bag or per pound of paper or cardboard for recycling

BEARS--- are evaluated at \$35 each. No other evaluation can be taken. These are homemade bears that are donated to **CHILDREN'S** homes or clinics. (John Tracy is no longer taking them but they can be given to organizations that care for children)

LIST PROJECTS AND ACTIVITIES IN CONCISE DETAIL BELOW

10/2/21, 10/11/21, 10/20/21-drove to Dollar Store to purchase toiletries and socks to be given out at local VA hospital during the October volunteer day.

How to Complete a Youth Service Report

Complete the same way, but use the correct form

#1 NOTE: The report is clearly labeled for "Youth AMVETS LADIES AUXILIARY Volunteer Service Report Form" LOCAL YOUTH VOLUNTEER SERVICE REPORT FORM Individual reports shall be made for the following programs: Hospital, Child Welfare, Community Service, Americanism/SOS and Scholarship. Local Auxiliary Reporting: 8000 Report for: Hospital Reporting Period: September 1, 2021 September 30, 2021 **List Youth Volunteers:** Number of Volunteers George Jones List Additional Volunteers on the Back Tammy Wynette Hours Donated Number of Miles **Number of Projects**