

PLEASE USE THE NEW 2010 - 2011 COMMUNITY SERVICE & HOSPITAL REPORTING FORM

THIS FORM HAS A FEW CHANGES
DO NOT USE OLD OUTDATED FORMS

WHAT IS COMMUNITY SERVICE?

For reporting purposes, only volunteer service projects benefitting the community are to be reported.

Members PERSONAL donations to their church, girl scouts, boy scouts, etc., are not Community Service. They are their personal donations. Also the value of coupons that are being sent to the troops are not Community Service. You CAN report hours spent by the members to clip the coupons and postage to send the package, but NOT the value of the coupons.

RETAIN COMMUNITY SERVICE FORM FOR THREE (3) YEARS
FOR IRS PURPOSES

Projects/activities benefitting VFW and Ladies Auxiliary members ONLY, CANNOT BE REPORTED.

Community Activities, Americanism, Hospital and Youth Activities Chairmen will receive copies of your report form from Headquarters. Also, the Department Ladies Auxiliary Secretary will also receive a copy of the filled in form and she will in turn will copy for the rest of the Department Ladies Chairmen.

VFW and Ladies Auxiliary may report jointly. You will BOTH get credit for what the other one does. REPORT MONTHLY OR QUARTERLY
Hospital & Nursing Home hours are reported on the back side of the Community Service Form.

Extra pages may be attached if necessary.

Community Service and Hospital totals are separate totals on the bottom of the back page. Please DO NOT combine these numbers.

Please complete both sides and sign your name and title. Add up your hours, miles x 14 cents, number of projects, etc., on the back side, bottom of page. These are the figures that are reported to National. National does not get a copy of this report form, we report numbers only to them twice a year. Department Chairmen will keep track of reporting for State Convention awards and Ladies Auxiliary has a President's report at the end of the year to report program activity. Watch the Colorado Veteran for the hourly rate, for your records, allowed by National. We will print it as soon as we receive the number from National.

We only need ONE copy of your report form and keep a copy for your records.
This one copy will document your charitable work work for IRS non-profit standing.
If you have any questions call Department Headquarters 303-421-1630
or contact the Department Chairman.