

## **2012 – 2013 COMMUNITY SERVICE PROGRAM**

### **Preparing a Community Activities Record Book**

The Record Book Must Be Well Organized and Neatly Assembled

Posts and Auxiliaries carry on many projects which are of public service. The best way to tell the story of your Post and Auxiliary's work is with pictures, newspaper clippings, letters, copies of canceled checks and receipts. Accounting of expenses: in brief statement show how much money was spent for each category (one to two pages at most for each category).

1. Show dates and captions under clippings and photographs and supporting information.
2. Index or summarize the activities and projects that are included in the book. The index or summary should be placed on the first page of the book or in front of each category or section.
3. Book Size: No larger than 12" X 16" nor more than 3" thick. Make 2 volumes or more if thicker than 3". Number each volume (1, 2, 3, etc.).
4. Fastener and Cover: If books have metal posts, steel is preferable to brass or aluminum. If covers have decals, place self-adhesive clear plastic cover over the decals so they will not be damaged during shipping and handling. Please use superior quality page dividers and index tabbing.
5. Each and every page should be used, in other words do NOT skip pages – use both sides. NO BLANK PAGES.
6. Arrangement of Book: Enter each project by category. (Chronological or month by month listing makes your entry more difficult for the judges to evaluate).
7. Categories for Recording Projects.
  - Americanism
  - Buddy Poppies
  - National Home
  - National Military Services
  - Safety
  - Veterans Service
  - Youth and Education
  - Aid to Others
  - Community Involvement
8. Number your pages
9. Record books should contain community service projects that are completed on your Community Service Reports during the period May 1, 2012 through March 30, 2013.
10. Entry Form: The entry form is attached and shall be completed and signed by the Post Commander and attached to the inside front cover of volume one.
11. Books must **reach** the Community Service Chairman no later than **April 1, 2013**.

**All entries will be considered.**



# Veterans of Foreign Wars

## Department of Nevada



### Community Activities

### Record Book

### Entry Form

Submit your record book entry by April 1, 2013

Post No. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Total Projects	Total Hours	Total Funds
Since 4/1/12 _____	Volunteered _____	Used/Donated _____

Total Post	Total Auxiliary	City
Members _____	Members _____	Population _____

Post \_\_\_\_\_ Auxiliary \_\_\_\_\_

Chairman

Chairman

Send Record Book to: Robert "Bob" Barquist  
 100 Mitchell Drive  
 P. O. Box 1154  
 Littlefield, AZ 86432-1154

Signature: Post Commander \_\_\_\_\_

Post Commander Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_