

# Service Report Training

AMVETS LADIES AUXILIARY  
DEPARTMENT OF FLORIDA

# How to Complete a Service Report

**VETERANS 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:** September 1, 2021 to September 30, 2021

**Auxiliary**

Number of Volunteers	<u>4</u>	<b>List Volunteers:</b> List Additional Volunteers on the Back.	
Hours Donated	<u>10</u>	1. <u>June Carter</u>	
Number of Miles	<u>35</u>	2. <u>Patsy Cline</u>	
<b>EVALUATIONS:</b>		3. <u>Dolly Parton</u>	
Hours @ \$20.00 per hour	<u>200</u>	4. <u>Reba McEntire</u>	
Mileage @ \$.50 per mile	<u>17.50</u>	5. _____	
		6. _____	

#1

AUX #

Number report here. This is the first report of the year.

Date range the report is covering

Name of program the report is for

NEW volunteers

This report is the 1<sup>st</sup> one submitted for the reporting year, so ALL the volunteers are considered new

# How to Complete a Service Report

This example is reporting new material. Complete the line for whatever is being reported.

"Cents Off" Coupons <b>\$10 per 100 + 1 hour per 100</b>	_____	7. _____
Refreshments	_____	8. _____
Cash Donations	_____	9. _____
New Material	_____ 70	10. _____
Used Material	_____	11. _____
Lodging	_____	12. _____
_____ Labels @ 10 cents each	_____	13. _____
Misc. (Postage Entertainment, etc.)	_____	14. _____
<b>TOTAL EVALUATIONS:</b>	\$288.00	15. _____

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 outcome = 1 project)

# of Projects 1

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 Date: 10/8/21  
Address: 555 Main Street Phone: 813-555-1212  
City/State/Zip: Anywhere, FL 99999 E-mail: [bmandrell@gmail.com](mailto:bmandrell@gmail.com)

REPORTING PERIOD COVERS FROM MAY 1<sup>ST</sup> THRU APRIL 30<sup>TH</sup>

Revised 7/1/18

Provide a brief explanation of what was done and any applicable dates.

**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

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

### Auxiliary

Number of Volunteers 1  
Hours Donated 3  
Number of Miles 30

### EVALUATIONS:

Hours @ \$20.00 per hour 60  
Mileage @ \$.50 per mile 15

### List Volunteers:

List Additional Volunteers on the Back.

- June Carter -PR
- Patsy Cline -PR
- Dolly Parton -PR
- Reba McEntire -PR
- Barbara Mandrell
- 

#2

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

NEW volunteers ONLY

This report is the 2<sup>nd</sup> 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 <b>\$10 per 100 + 1 hour per 100</b>	_____	7. _____
Refreshments	_____	8. _____
Cash Donations	_____	9. _____
New Material	45	10. _____
Used Material	_____	11. _____
Lodging	_____	12. _____
_____ Labels @ 10 cents each	_____	13. _____
Misc. (Postage Entertainment, etc.)	_____	14. _____
<b>TOTAL EVALUATIONS:</b>	\$120.00	15. _____

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

Project total is based on report explanation. (1 outcome = 1 project)

# of Projects  
1

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 Date: 11/05/21  
Address: 555 Main Street Phone: 813-555-1212  
City/State/Zip: Anywhere, FL 99999 E-mail: [bmandrell@gmail.com](mailto:bmandrell@gmail.com)

REPORTING PERIOD COVERS FROM MAY 1<sup>ST</sup> THRU APRIL 30<sup>TH</sup>

Revised 7/1/18

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

NOTE: The report is clearly labeled for "Youth Volunteer Service Report Form"

## AMVETS LADIES AUXILIARY LOCAL YOUTH VOLUNTEER SERVICE REPORT FORM

#1

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 to September 30, 2021

### List Youth Volunteers:

Number of Volunteers	<u>2</u>
List Additional Volunteers on the Back	
Hours Donated	<u>4</u>
Number of Miles	<u>0</u>
<b>Number of Projects</b>	<u>1</u>

1.	<u>George Jones</u>
2.	<u>Tammy Wynette</u>
3.	<u></u>
4.	<u></u>