

Service Report Training

AMVETS LADIES AUXILIARY
DEPARTMENT OF FLORIDA

SAMPLE REPORTS

- This training is based on Sample Adult Report 1 and 2 and Sample Youth Report on the Department website

How to Complete a Service Report

AMVETS LADIES AUXILIARY LOCAL SERVICE REPORT FORM

#1

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

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

Aux number

Local Auxiliary Reporting: 8000 Report for: Hospital
Reporting Period: September 1, 2024 to September 30, 2024

Name of the program the report is for

Date range the report is covering

Auxiliary

list Volunteers:

(List additional volunteers on the back)

Number of Volunteers 4 _____

1. June Carter _____

Hours Donated 10 _____

2. Patsy Cline _____

Number of Miles 35 _____

3. Dolly Parton _____

EVALUATIONS:

4. Reba McEntire _____

Hours @ \$30.00 per hour 300 _____

5. _____

Mileage @ \$.65 per mile 22.75 _____

6. _____

NEW volunteers

This report is the first one submitted for the reporting year, so ALL the volunteers are considered NEW

How to Complete a Service Report

"Cents Off" Coupons \$10 per 100 + 1 hour per 100	_____	7.	_____
Refreshments	_____	8.	_____
Cash Donations	_____	9.	_____
New Materials	70_____	10.	_____
Used Materials	_____	11.	_____
Lodging	_____	12.	_____
_____ <u>Labels @ \$.10 each</u>	_____	13.	_____
Misc. (Postage, Entertainment, <u>etc</u>)	_____	14.	_____
TOTAL EVALUATIONS:	<u> 392.75 </u>	15.	_____ <input type="checkbox"/>

This example is for new material. Complete whichever line is appropriate for what you are reporting.

This report has 10 hours donated at \$30.00 per hour, 35 miles at \$0.65 per mile, and \$70 in new material.

10 hours x \$30=\$300
35 miles x \$0.65=\$22.75
New material =\$70

Adding these totals gives you:
\$300+\$22.75+\$70=\$392.75

How to Complete a Service Report

Project total is based on the explanation provided. 1 outcome=1 project regardless of how many dates were included for preparing. i.e. shopping, setup on different dates for the same charity event = 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 Mandrel _____ Date: 10/8/24 _____

Address: _555 Main Street _____ Phone: 813-555-1212 _____

City/State/Zip: Anywhere, FL, 99999 _____ Email: bmandrell@gmail.com

Fill in the information for the person the reporting officer should contact if there are any questions

Revised 05/2024

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

#2

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

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, 2024 to October 31, 2024

Auxiliary

list Volunteers:

(List additional volunteers on the back)

NEW
volunteers
only

Number of Volunteers 1_____

1. June Carter-PR_____

Hours Donated 3_____

2. Patsy Cline-PR_____

Number of Miles 30_____

3. Dolly Parton-PR_____

EVALUATIONS:

Hours @ \$30.00 per hour 90_____

4. Reba McEntire-PR_____

Mileage @ \$.65 per mile 19.50_____

5. Barbara Mandrell_____

6. _____

This report is the 2nd submitted for the reporting year, so only 1 volunteer is considered NEW. The other volunteers are previously reported (PR).

How to Complete a Subsequent Service Report

"Cents Off" Coupons	_____	7. _____
\$10 per 100 + 1 hour per 100		
Refreshments	_____	8. _____
Cash Donations	_____	9. _____
New Materials	45 _____	10. _____
Used Materials	_____	11. _____
Lodging	_____	12. _____
Labels @ \$.10 each	_____	13. _____
Misc. (Postage, Entertainment, etc.)	_____	14. _____
		15. _____
TOTAL EVALUATIONS:	_154.50_	

This example is for new material. Complete whichever line is appropriate for what you are reporting.

This report has 3 hours donated at \$30.00 per hour, 30 miles at \$0.65 per mile, and \$45 in new material.

10 hours x \$30=\$90
35 miles x \$0.65=\$19.50
New material =\$45

Adding these totals gives you:
\$90+\$19.50+\$45=\$154.50

How to Complete a Subsequent Service Report

Project total is based on the explanation provided. 1 outcome=1 project regardless of how many dates were included for preparing. i.e. shopping, setup on different dates for the same charity event = 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 Mandrel _____ Date: 10/8/24 _____

Address: 555 Main Street _____ Phone: 813-555-1212 _____

City/State/Zip: Anywhere, FL, 99999 _____ Email: bmandrell@gmail.com

Fill in the information for the person the reporting officer should contact if there are any questions

Revised 05/2024

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

10/2/24, 10/11/24, 10/20/24-drove to dollar store to purchase toiletries and socks to be given out at local VA hospital.

Provide an explanation of what was done and any applicable dates.

How to Complete a Youth Service Report

- Complete the same way, but use the correct form

NOTE: this report is clearly labeled for
"Local Youth Volunteer Service Report"

AMVETS LADIES AUXILIARY LOCAL YOUTH #1 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, 2024 _____ **to September 30, 2024** _____

Auxiliary

Number of Volunteers 2 _____

Hours Donated 4 _____

Number of Miles 0 _____

EVALUATIONS:

Hours @ \$30.00 per hour 120 _____

Mileage @ \$.65 per mile 0 _____

list Volunteers:

(List additional volunteers on the back)

1. George Jones _____

2. Tammy Wynette _____

3. _____

4. _____

5. _____

6. _____