AMVETS Ladies Auxiliary
Department of Florida

Local Auxiliary
Service Reports
Do's and Don'ts

Do:

1. **Do** when a Service Officer calls, please call back. They have a question about your report. After they ask their questions it might be reportable in another category.
2. **Do** be sure your report is legible; print, type or write clearly. Fillable service reports are on the Department Website. amvetsflaux.org
3. **Do** mail or email a copy of your service report to the proper Service Officer.
4. **Do** send only 1 copy of the Service Report. (keep one for your records)
5. **Do** see that all your Service Officers have an updated list of Department Officers.
6. **Do** use the right form!! The updated form should be revised with the latest date.
7. **Do** number each report, if a Service Officer has a question, it will be easier to refer to that report number.
8. **Do** list the volunteers **ONLY** on the front of the report. A member can only be counted once in each category. Use PR (Previously reported) behind the names that have already reported in that category.
9. **Do** fill out the back of each report with who, what, where and why.
10. **Do** fill out the bottom with your information so the Service Officer can reach you.
11. **Do** reference the sample Service Report on the website.(amvetsflaux.org)
12. **Do** reference the **Manual on the National Website on pages 101-108.**
13. **Do** reports on time. The **deadlines** for mid year and annual reporting are as follows **November 5th and May 5th.**
14. **Do** if you have a youth report send it with your Auxiliary report.
15. **Do** send in reports to the proper Service Officer.

Don’ts:

1. **Don’t** report any help you give your Post or Family this is a responsibility and not reportable.
2. **Don’t** claim volunteer hours you do for other organizations you belong to; unless your Auxiliary votes to sponsor a function for them.
3. **Don’t** report 24/7 hours; no one volunteers 24/7.
4. **Don’t** send in too many reports at one time; the service officers are volunteers to give them time to review them.
5. **Don’t** attach receipts to the report, not all who donate have a receipt.
6. **Don’t** hold back on reporting projects that are planned for the whole year until the end of the year. Report them each time one has been completed, such as bingo, fundraisers, dinners, etc.
7. And last but not least. Remember your dates and deadlines. We all have a deadline and things will go smoother we can stick to those deadlines!