



# TEXAS VFW & AUXILIARY

## Community Service Activity Report Form

(Reporting Period: July 1 to June 30)



POST/AUX # \_\_\_\_\_ DISTRICT # \_\_\_\_\_

Briefly describe each activity and print clearly, if we cannot read it then no credit will be given. If activity qualifies as Americanism or Youth, please check the boxes.

**Reports must be submitted within 30 days of project/event to receive credit.**

### Date Completed

1) \_\_\_\_\_

Youth: \_\_\_\_ Americanism: \_\_\_\_ Hours: \_\_\_\_\_ Money: \_\_\_\_\_

2) \_\_\_\_\_

Youth: \_\_\_\_ Americanism: \_\_\_\_ Hours: \_\_\_\_\_ Money: \_\_\_\_\_

3) \_\_\_\_\_

Youth: \_\_\_\_ Americanism: \_\_\_\_ Hours: \_\_\_\_\_ Money: \_\_\_\_\_

***IMPORTANT: ALL BLANKS IN THIS SECTION MUST BE FILLED IN.***

\_\_\_\_\_ **Total number of completed projects on this report.**

\_\_\_\_\_ **Number of hours members donated to complete projects on this report.**

\_\_\_\_\_ **Total number of monies used/donated to complete projects on this report.**

In accordance with I.R.S. Guidelines the above listed Community Service Projects conducted by VFW & Auxiliary members for the benefit of Non-Members and the Community-at-Large for which no reimbursement or payment of any kind was received was reported and documented in Meeting Minutes at the Post Meeting held on \_\_\_\_\_

\_\_\_\_\_ **Print Name**

\_\_\_\_\_ **Signature**

**Contact Information:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_

***Submit by ONLY ONE of the three following methods - please, so we do not duplicate reports and jeopardize your IRS Non-Profit Tax Status. All activities need to be recorded in Post minutes.***

**Mail:** Department of Texas VFW \* P.O. Box 14468 \* Austin, Texas 78761

**Fax:** (512) 834-9232

**On-line:** [www.texasvfw.org](http://www.texasvfw.org)

# Community Service Activity Report Form

## INSTRUCTION SHEET

The Department of Texas Veterans of Foreign Wars and its Auxiliaries will use the attached Activity Report Form to report all activities carried on in Texas. Many National and Department VFW requirements, including Internal Revenue Service (IRS) policies rely upon the accurate description and reporting of your Post/Auxiliary Community Service activities.

**Please fill out these forms as completely as possible before sending them to Department Headquarters. Copies of all forms received at the Department of Texas, Veterans of Foreign Wars, will also be forwarded to the Ladies Auxiliary Community Service Chairman.**

**REPORTING YEAR:** Reports to be credited for 2009-2010 must have been completed between July 1, 2009, and June 30, 2010. **Note:** The deadline for National recognition is March 22.

**DATE COMPLETED:** Indicate the month, day, and year the activity was completed.

**ACTIVITY DESCRIPTION:** Please very briefly describe each activity on the lines provided.

**COMMUNITY SERVICE ACTIVITY:** Every Post credited with twenty (20) activities by the March 22, 2010 deadline will receive a Community Service Citation from National Headquarters.

**YOUTH, AMERICANISM:** If the activity described also is to be credited in any of the other areas - Youth or Americanism, please check the appropriate boxes matching the nature of your activity.

**AMERICANISM:** Indicate which activities listed are Americanism by checking the square that corresponds to the activity you described above. Every Post credited with nine (9) Americanism activities by the March 22, 2010 deadline will receive an Americanism Citation from National Headquarters.

**YOUTH ACTIVITY:** Indicate which activities listed are Youth activities by checking the square that corresponds to the activity you described above. Every Post credited with six (6) Youth activity areas by the March 22, 2010 deadline will receive a Youth Citation from National Headquarters.

**TOTAL PROJECTS, MONIES, HOURS & MEETING RECORD:** It is very important that you fill in all spaces at the bottom of the form. These numbers are kept at Department Headquarters and will be reported to National twice a year as required by the National organization. The IRS will use your meeting minutes to verify you meet the standards of community service for Non-Profit Organizations.

*Submit by ONLY ONE of the three following methods - please, so we do not duplicate reports and jeopardize your IRS Non-Profit Tax Status.*

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# COMMUNITY SERVICE GUIDELINES

Constructive community service is a founding VFW tenet with volunteerism benefiting education, the environment, health sciences and civic projects. Projects must be conducted during the current Community Activity year. The year begins July 1st and ends June 30th the following year, but the reporting window is narrower. *Reports must be received between July 1 and May 21 or else they cannot be considered.*

## Examples

The following are a few examples of program/projects for a Post. This list of suggested activities is by no means a complete list of projects that can be accomplished. Its sole purpose is to stimulate ideas and provide guidelines in your search for projects to perform.

### COMMUNITY INVOLVEMENT

- Blood Drive or Food Drive
- Recycling Programs

### AID TO OTHERS

- Visitation at VA or local hospital
- Aid to an individual or family in need

### SCHOOL AND CHURCH ASSISTANCE

- Volunteer in local school
- Observe patriotic holiday at church service
- Donations of money and/or equipment

### SAFETY

- Conduct a Lite a Bike/Lite a Tike Program
- Recognize law enforcement and fire safety officers

### AMERICANISM

- Programs, parades in observance of patriotic holidays
- Conduct a Get Out and Vote Program

### YOUTH

- Sponsor an athletic team
- Conduct a Voice of Democracy Program
- Organize a Son of VFW unit
- Support of Scouting programs

## Youth Examples

- Support/Donate to little league, high school sports
- Fishing Tournaments for special kids
- VOD
- Youth Essay
- Boys Scout of the Year
- Patriotic instruction
- Flag etiquette to scouts, schools
- VOD scholarships
- VOD Certificates
- Boys Scout certificates
- Support Boys/Girls Scout
- ROTC
- Easter egg hunt
- Halloween for kids
- Christmas party for kids

## Americanism Guidelines

For credit in Americanism, a project must be of a patriotic nature. We're looking for things like flag presentations, parades, presentation of patriotic literature, patriotic ceremonies in schools or youth groups, and public observances of national holidays. Each project must benefit the greater community, not just the Post or Auxiliary. Fund raising projects, even those whose proceeds are earmarked for Americanism programs, are not, in themselves, creditable Americanism projects. However, the project that receives the funds, when complete and if it meets the Americanism criteria, can qualify for an Americanism credit.

## Examples of Disallowed (*Things that don't count*)

1. **Any project for yourself or member of the VFW, Auxiliary, Unit or Jr. Girls.**
2. Reciting the Pledge to the Flag at a Post monthly meeting.
3. Sending a "Get Well" card to a member of the VFW, Auxiliary, Unit or Jr. Girls.
  - a. Shopping for the "Get Well" card above
  - b. Post office visit to mail the "Get Well" card above
  - c. Providing the car to deliver the "Get Well" card above
4. Any activity that is obviously within the scope of another previously reported project. (Example, see 3a, 3b, 3c above)
5. A flag raising ceremony at the Post, unless attended by persons outside the VFW, Auxiliary, Unit or Jr. Girls.
6. Purchasing a replacement flag for the Post
7. Running an errand for or giving a ride to a VFW, Auxiliary, Unit or Jr. Girls member.
8. Honor Guard posting colors at a VFW, Auxiliary, Unit or Jr. Girls meeting or ceremony.
9. Giving a certificate to a VFW, Auxiliary, Unit or Jr. Girls member.
10. Donation to a VFW, Auxiliary, Unit or Jr. Girls.
11. Fundraising projects, even those whose proceeds are ear-marked for community service projects.

**KEEP IN MIND THAT** Your project should be reported only once a month. If the project is allowing the Boy Scouts to use the hall for their weekly meeting, then report it as one project for the month with the total hours and monies donated for the month. If a member volunteers at the V.A. Hospital four times a week, then report it as one project for the month with the total hours and monies donated for the month.