

## Community Service Report (CSR)

**Community Service** is a service that is performed for the benefit of the public or its institutions by the VFW or as a representative of the VFW.

**Hours:** Posts should list the hours of community service performed by the Post. Cootie Scratch, and Men's auxiliary will report community service directly to the Community Service Chairman. The Ladies Auxiliary and Junior Girls will report hours to the Ladies Auxiliary Program Coordinator/liaison. **Only volunteer service hours benefiting the community are to be reported.**

**DO NOT** report hours for:

- a. Buddy Poppy distribution;
- b. Post fund raisers;
- c. Post maintenance or repairs;
- d. Volunteers in Post canteen or kitchen (**EXCEPTION: Can claim if work done in canteen or kitchen while hall is donated to outside service group of the VFW**).
- e. VFW meetings, conventions, conferences and SOI's

**Money/Donations:** Report in Exp or donation column: (Value is in dollar amounts)

- a. Actual money expended from Post funds in support of community service projects.
- b. Moneys donated or expended by Post members in performance of community service hours reported, and donations made in the name of the VFW.
- c. The rental value of Post Home or facilities used by community service organizations when no rent is charged.

**DO NOT** report:

- a. Donations made to the Post.
- b. Income to the post.

- c. Proceeds from Buddy Poppy distribution.
- d. Any value to the hours reported.

**Mileage:** Posts should report the miles for use of volunteer's automobiles, and Post owned vehicles on community service projects. **DO NOT** report:

- a. Any vehicle expense or calculation of mileage expense.
- b. Mileage for vehicles owned by another organization such as DAV.
- c. Mileage if the volunteer has received reimbursement for that mileage.

**DO NOT double report hours, money or mileage.** Report only once in one section of one CSR

**ITEMS THAT CAN BE CLAIMED THAT SOME ARE NOT AWARE OF:**

- a. If your post raises your flag daily (not ones that are lit and up all the time), you can claim 5 min to raise and 10 min to take down and fold.
- b. Everyone or almost everyone recycles at their homes or at work, keep track of these hours (A. Recycling)
- c. AAA offers a 55 alive class most the time for free, have you asked for them to come and give a class you can open to the public? This is giving back to the community by possibly saving lives. (A. 55 alive classes)
- d. When was the last time you gathered cloths from your closets or other family members, and taken to goodwill or homeless shelter? (B. Clothing Drive)
- e. When was the last time you stopped into a nursing home to visit with a couple of its residents for a while, read a book, talk about grandchildren, or just good old' days? Family member in the hospital? Visited? (C. Aid to Others)
- f. Do you sponsor a fire safety class with your community? Contact the local fire department, or police dept. (E. Home/fire safety)
- g. Americanism, we all do things that fall under this category, if not go out and do things with the schools or community.
- h. I know that some of you get out and do things with the youth. Sporting events, teach a Sunday School Class? (Youth/School/Church Assistance)

**DO NOT:** Claim a color guard detail that is done for a VFW Member. (This is part of the duties of the Post) If it is for a veteran (not a VFW member this can be counted). If you are getting paid for this service you cannot count it.

**THE IMPORTANT THING IS TO GET THE WORD OUT TO YOUR MEMBERS WHAT IS AND ISN'T REPORTABLE AND YOU WILL BE SUPPRISED WHAT YOU CAN PUT ON YOUR COMMUNITY SERVICE REPORT.**

**REMEMBER: THIS REPORT HELPS US TO BE A PART OF THE COMMUNITY AND WE ARE A TAX EXEMPT ORGANIZATION UNDER 501(c)(19) OF THE INTERNAL REVENUE SERVICE CODE. WE MUST BE ABLE TO KEEP THIS STATUS BY MAKING SURE WE ARE REPORTING THE THINGS WE CAN ON THE COMMUNITY SERVICE REPORT.**

**THERE ARE MANY THINGS I CAN HELP YOU WITH IN YOUR COMMUNITY THAT YOU MAY NOT BE DOING. PLEASE DO NOT HESITATE TO CONTACT ME AT ANYTIME IF YOU NEED HELP IN STARTING SOME NEW THINGS IN YOUR COMMUNITY.**