

OUTSTANDING COMMUNITY SERVICE

PREPARING A RECORD BOOK

How to make a Record Book, INSTRUCTIONS: Read these instructions thoroughly!

Community Service Post Record Books are permanent records of one year's Community Service work by post/aux. Internal Revenue Service requires Posts to keep Community Service records on file and a Record Book is the best record to have for an audit. This shows proof of donations and contributions. Record Books should contain Community Service Projects that are completed during the period from May 1 – April 30 of current administrative year.

The contents of your book should be arranged in such detail that it tells the story of each project, clearly and completely. Make your Record Book as complete as possible for it must "tell the story" of your Community Service, NOT your Post **events such as Post elections, installations, dances, etc.** WHO, WHAT, WHEN, WHERE, HOW and WHY are very important in telling any story. By answering these questions you will help yourself and your post in preparing an award-winning Redo Book. Recommend you also show proof and record dollar amount per project.

If you live in an area where it is difficult to obtain newspaper articles of your Post or Auxiliary's Community Service, keep a camera handy. ONE PICTURE CAN REPLACE A LOT OF WORDS and remember, always date photographs. Also, use the Post & Auxiliary newsletter articles with dates.

Start early in gathering data to place in the Record Book. Place everything your Post receives and does during the year in a large box, date everything and list the category the items are for. Use titles and jot down notes! This will help you compile your Record Book.

***READ BULLETS AND REQUIREMENTS LISTED TO MAKE A GREAT BOOK.**

****RECORD BOOKS ARE REQUIRED FOR THE ALL STATE TEAM!***

REQUIREMENTS & GUIDELINES:

***BOOK SIZE:** Book should be no larger than 12 by 16 inches and no more than three inches thick. **Make two or three volumes if necessary, number each Volume.** Scrapbooks of any nature can be used – but the Scrapbook/Record Book MUST have an index and summary pages that list all projects, must have page numbers, must be in categories and must have tabs for each category.

***RECORD BOOK COVERS:** Post may purchase a Scrapbook from a Book Store, Stationery Store, or Discount Store, etc.... Photo albums may also be used as a Scrapbook. If books have metal posts, steel is preferable to brass or aluminum. If covers have cloth decals, **place self-adhesive clear plastic over the decals.** Use superior or high quality page dividers and index **tabbing**; consider the **extensive** handling that the Record Books will experience. **Make certain to have a VFW Emblem on the cover as well as the name of the Post, number and location on the cover of each book submitted.**

***RECORD BOOK ENTRY FORM:** Included in the Post packets given at the C of A, it must be fastened to the inside FRONT COVER of Volume I. Visit Department web site to print the entry form.

***INDEX & SUMMARY FORM:**

Please use index, summary forms that were included in C of A Post Packet or visit Department Web Site for a copy of index forms for Record Books.

***INDEX TABS:**

The Community Service Program is divided into **seven general categories**; each category must have a separate section in the record book marked by a tab (**Tabs required**). The categories are as follows:

- Community Involvement
- Cooperation with Others
- Aid to Others
- School and Church Assistance
- Safety
- Americanism/Loyalty Day
- Youth and Voice of Democracy

***NEWSPAPER CLIPPINGS OF ARTICLES AND PHOTOGRAPHS:** Clippings must show date line and captions/title to include supporting information. **Attach all items in the book securely.**

***ACCOUNTING FOR EXPENSES:** In a brief statement or caption, show how money was spent for projects. Need copies or a facsimile of the checks as proof.

***MAIL OR SHIP RECORD BOOKS TO: STATE COMMUNITY SERVICE CHAIRMAN,** so as to arrive NO LATER THAN May 12 of current year or in the hands of the Department Chairman by due date!

WHY MAY 12?? BECAUSE THE OFFICIAL END OF COMMUNITY SERVICE REPORTING IS APRIL 30, OF THE CURRENT YEAR, those preparing the book – need that extra time to finish up the last projects ending April 30 of current year.

***AVOID PHOTOS OF VFW OR AUXILIARY'S OFFICERS AND NON-COMMUNITY SERVICE RELATED ITEMS IN YOUR BOOK.** DO NOT put the following in your book: 1.) Election of Officers; 2.) District Meetings; 3.) Post dances and/or anything else that IS NOT Community Service. If it is not a project of service to others, then **IT DOES NOT BELONG IN THE BOOK!!**

*Post and Auxiliaries should combine their community service programs into one book or set of books
The Post and its Auxiliary will be judged as ONE unit.

COMMUNITY SERVICE RECORD BOOK JUDGING:

Record books are judged based on the contents of the Community Service projects reported in the book and the requirements that have been met.

COMMUNITY SERVICE RECORD BOOK AWARDS:

OVERALL RECORD BOOK JUDGING:

All Record Books received will be judged. The awards will be given as follows

*Fourth through Tenth place will receive Citations and Ribbons.

*First, second and third place will receive a plaque. Points are awarded for the Record

NOTE: Books to be included in the Outstanding Community Service Post contest. See details on requirements listed.

Any Post not meeting The Record Book categories will receive a Citation of Participation.

RECORD BOOK DIVISION PLAQUES:

Plaques will be given to the Post that earns the highest points per Division.

Division I	Less than 100 Members
Division II	101-200 Members
Division III	201-400 Members
Division IV	More than 400 Members

EXCELLENT REPORTING:

Six Excellent Reporting Plaque Awards will be presented to Post with excellent reporting scores.

Participants not having the Community Service Book and less than 6 monthly reports will not be considered for the Excellent Reporting awards and Outstanding Community Service Post Award. Scoring will be as follows:

- A. One (1) point for every 100 hours, or fraction thereof, worked by Post or Auxiliary Members. Maximum 20 points.
- B. One (1) point for every THIRTY (30) projects, Maximum 10 points. One (1) point every two hundred (200) NON-VFW PERSONS BENEFITED. Maximum forty (40) points.
- C. One (1) point for every sponsored Department Program. (i.e., Voice of Democracy, Patriot's Pen, Americanism, Safety etc.) Maximum 12 points.
- D. Thirty (30) points for submission of Community Service Record book. Two (2) points for MONTHLY Community Service Reports received by the 10th of the following month. Maximum 24 points.
- E. Citation for Outstanding participation in Post and Community Involvement Projects.

