

COMMUNITY SERVICE RECORD BOOK GUIDELINES:

PREPARING A RECORD BOOK:

- Community Service Post Record Books are permanent records of one year's Community Service work by post/aux. Record Books should contain Community Service Projects that are completed during the period from July 1st to April 30th 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.

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.
- **RECORD BOOK COVERS:** Make certain to have a VFW Emblem on the cover as well as the name of the Post, number and city on the cover of each book submitted.
- **RECORD BOOK ENTRY FORM:** Must be fastened to the inside FRONT COVER of the Record Book. *Entry Forms can be downloaded from the Department's Website under Programs – Community Service*
- **SUMMARY FORM:** Must include the following information
 - ◊ Population
 - ◊ Total Projects
 - ◊ Total Persons Served
 - ◊ Total Funds Donated
 - ◊ Total Hours Worked
 - ◊ Total Post & Auxiliary Workers
- **INDEX TABS:** The Record Book should be divided monthly. Each page should have a recap for that month. Each month should include the following categories:
 - ◊ Community Service
 - ◊ Citizenship Education
 - ◊ Hospital
 - ◊ Legislative Action
 - ◊ NVMS
 - ◊ Safety
 - ◊ Youth Activities
- **NEWSPAPER CLIPPINGS OF ARTICLES AND PHOTOGRAPHS:** Clippings must show date and captions/title to include supporting information. **Attach all items in the book securely.**
- **ACCOUNTING FOR EXPENSES:** In a brief statement, show how money was spent for projects. Include copies of checks for proof.
- **MAIL OR DELIVER RECORD BOOKS TO STATE HEADQUARTERS: NO LATER THAN May 5th of current YEAR!**

COMMUNITY SERVICE POWER POINT GUIDELINES:

Post may also complete their Community Service Record Book in a digital format using Power Point. A shell/example will be available on the Department's Website www.vfwdeptla.org—Programs—Community Service

- **INTRODUCTION:** Make certain to have a VFW Emblem on the first slide of the digital format as well as the name of the Post, number, and city.
- **ENTRY FORM:** Must be included on the 2nd slide of your Power Point. *Entry Forms can be downloaded from the Department's Website under Programs – Community Service*
- **SUMMARY:** Must include the following information
 - ◊ Population
 - ◊ Total Projects
 - ◊ Total Persons Served
 - ◊ Total Funds Donated
 - ◊ Total Hours Worked
 - ◊ Total Post & Auxiliary Workers
- **INDEX TABS:** The Power Point should be divided monthly. Each slide should have a recap for that month. Each month should include the following categories:
 - ◊ Community Service
 - ◊ Citizenship Education
 - ◊ Hospital
 - ◊ Legislative Action
 - ◊ NVMS
 - ◊ Safety
 - ◊ Youth Activities
- **NEWSPAPER CLIPPINGS OF ARTICLES AND PHOTOGRAPHS:** Clippings must show date and captions/title to include supporting information. **Attach all items into the PowerPoint.**
- **ACCOUNTING FOR EXPENSES:** In a brief statement, show how money was spent for projects. Include copies of checks for proof.
- **EMAIL OR MAIL A USB TO STATE HEADQUARTERS:** NO LATER THAN 5th of current YEAR!

COMMUNITY SERVICE RECORD BOOK/POWERPOINT JUDGING:

Record Books/PowerPoints are judged based on the contents of the Community Service Projects reported and the requirements that have been met.