

PREPARING A COMMUNITY SERVICE RECORD BOOK

Build your Record Book in chronological order, i.e.: all projects completed in May placed in "May" tab, all projects completed in June placed in June tab, etc. Month by month. Simple procedure with Category Form for each month to be checked off per project.

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 chronological order, 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. 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 Record Book. Show proof and record dollar amount per project, (includes copies of checks)

Include newspaper articles of your Post or Auxiliary's Community Service, keep a camera or your phone camera handy. ONE PICTURE CAN REPLACE A LOT OF WORDS and remember, always date photographs. Post/Aux only need two (2) action pictures to tell the story, not a lots of the same photos. Also, use the Post & Auxiliary newsletter articles with dates.

Documenting everything in chronological order enables your post to begin the scrap book now and work on it each month, or at your leisure, instead of waiting until the end of the year. Place everything your Post receives and does during the year in a box by month, date everything and list the category the events are for. Use titles and jot down notes! This will help you compile your Record Book. Please use the Chronological Form per month to begin the yearly record book recording.

**** 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.***

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

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

REQUIREMENTS & GUIDELINES:

Beginning this year the Record Book will be in digital format (powerpoint). A shell / example will be available on the Department website at www.vfwdeptla.org/resources/communityservice.

- **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 location.
- **RECORD BOOK ENTRY FORM:** Included in the Post packets given at the C of A, it must be the first page of your book *after the introduction page*.
- **CERTIFICATION OF SCRAPS:** this will be the second page of your book.
- **MONTHLY CHRONOLOGICAL SUMMARY FORM:** Please use monthly summary forms to section off each month's projects. Visit Department Web Site for a copy of the shell /example for Record Books.
- **CATEGORIES:** The Community Service Program is divided into eight general categories, each monthly tab should have a recap for the month. Make or use monthly form to check off projects.

The categories are as follows:

Community Service

Citizenship Education

Safety Programs

Youth Activities

NAMS

Legislative Action

Hospital

Motorcycle Riders Group