

INFORMATION ON WHAT IS NEEDED FOR THE UNITS QUARTLY REPORTS:

YOUR DISTRICT PRESIDENT IS REQUIRED TO MAKE A REPORT ON THE UNITS WITH-IN HER DISTRICT. SHE NEEDS YOUR INFORMATION AND COOPERATION IN GETTING THEM TO HER.

WHETHER YOU BRING IT TO THE DISTRICT MEETING OR YOU E-MAIL OR MAIL IT IF NOT ATTENDING MEETING, IT IS THE UNIT PRESIDENTS OR UNIT SECRETARYS RESPONSIBILITY AND REQUIREMENT TO SUBMIT A REPORT FOR THE UNIT ONCE A QUARTER.

NEEDED IN YOUR REPORT IS THE NAME OF EVENT OR PROGRAM YOUR UNIT WAS INVOLVED IN. THE NUMBER OF VOLUNTEERS IT REQUIRED TO COMPLETE, THE NUMBER OF HOURS IT TOOK, EXAMPLE: 6 VOLUNTEERS X 6 HOURS = 36 HOURS FOR PROJECT. THE MONEY SPENT OR RAISED FOR SAID EVENT AND ANY IN-KIND DONATIONS YOU RECEIVED FROM COMMUNITY OR A MEMBER.

IF YOUR PROJECT OR EVENT WAS C & Y, VETERANS OR COMMUNITY. IT WOULD BE NICE TO INCLUDE HOW MANY YOU HELPED, BUT SOMETIMES IN A BUSY VENUE IT IS HARD TO TELL HOW MANY INVOLVED. GIVE A FAIR ESTIMATE THAT IS OK, BUT PLEASE REPORT IT, SHE NEEDS THESE NUMBERS NOT JUST WHAT YOU DID. YOU ALL DO SUCH AN AWESOME JOB FOR OUR VETERANS, COMMUNITY AND OUR CHILDREN & YOUTH. WE ARE FALLING SHORT ON NOT REPORTING THESE NUMBERS AND WE DESPERTELY NEED THEM TO KEEP OUR NON-PROFIT STATUS, THESE NUMBERS ARE REPORTED TO CONGRESS. IT REALLY DOESN'T TAKE THAT LONG TO WRITE THEM DOWN OR REPORT THEM. WHEN YOU'RE DOING YOUR EVENT HAVE A SIGN IN SHEET FOR THOSE THAT PARTICIPATE, EASY AND YOU HAVE ALL THEIR HOURS.

DID YOU JOIN WITH ANOTHER ORGANIZATION FOR AN EVENT? YOU CAN REPORT THAT TOO.

DID A MEMBER VOLUNTEER AT A FOOD BANK, SHELTER, MEALS ON WHEELS, HELP SHUT-INS? VOLUNTEER AT A SCHOOL IN THEIR READING PROGRAM OR THE LIBRARY? YOU CAN REPORT THOSE HOURS ALSO. JUST HAVE THEM KEEP TRACK OF WHAT THEY DID, HOW MANY HOURS THEY WERE INVOLVED AND TURN THEM IN, BUT ONLY IF YOU DID NOT REPORT IT TO THE OTHER INTITY.

JUST THINK OF THE NUMBERS WE WOULD HAVE IF WE ALL REPORTED WHAT WE DID TO MAKE A DIFFERENCE.