

SURVEY OF YOUTH, CHARITABLE AND COMMUNITY SERVICE PROGRAMS

It is important to understand that we have many people involved with reporting including each Lodge, District Program Committee Representative, and the State Program Chairperson. Lodges must record all activity including hours, cash donations, donation of hall, miles driven by their members and non-members to and from the activity, food and beverage donations, etc. **The following is a sample breakdown:**

SCHOLARSHIP COMMITTEE:

Lodge: The scholarship chairperson travels to and from schools, district meetings, etc. All of this travel should be reported by the Lodge. The Lodge contributes a \$100 scholarship each year to each of three schools in its jurisdiction. This would be reported as a \$300 cash donation. The Lodge sponsors a dinner to raise the \$300. All food donated or paid for by Lodge, normal hall rental rate, advertising costs, printing of tickets, postage, etc. are non-cash contributions for the Lodge. All people working on the event, including food preparation, shopping, setting up the hall, waiting tables, etc., should have their hours reported.

District: (1) The District Coordinator travels to a District Deputy Clinic to give a committee report to those present. All miles traveled by a District Coordinator to and from any meeting or activity for the committee purpose, including DDGER clinics, should be reported. (2) The District each year provides a \$500 scholarship to a student selected by the District State Vice President's Lodge for presentation at a District function such as a State President visitation. This \$500 should be reported as a cash contribution.

State: The State Chairperson travels, sends out correspondence, prepares material for workshops, often provides plaques or certificates for presentation, etc. The actual cost of workshop rooms will be entered by the State Secretary after receiving the information as a non-cash contribution. The cost of postage, printing, award presentations, etc. must be determined and reported as non-cash contributions by the State Chair to the State Secretary. All miles driven in the course of running this program should be reported. The actual State Scholarship total must be reported as a cash contribution.

Each state program has its own costs budgeted and monitored by the State Trustees which include awards, printing, postage, etc. Each State Chair must report as events are held the total costs, miles, etc. that are a direct result of that event. With Hoop Shoot, Soccer, etc., there is a lot of mileage and often hotel and meal expense involved. All participants include the kids involved, their parents, if they attend, the Elks providing assistance, etc. Lodges will only report that portion that they provide. The State Chairs and District Committee Coordinators must report the rest.

It is important that you, as State Committee Chairperson, maintain contact with your District Committee Coordinators and encourage them to properly report all activities under your program jurisdiction to you. Reporting is made easier for all of us if you use the form on the reverse.

The New York State Elks Association Board of Trustees is made up of extremely professional and capable individuals who are there to help you. Any time you have a question, please refer to your District Trustee first. Whenever unable to provide an answer, he/she will contact either the Trustee Chairman or Vice Chairman (Approving Member). Working together we will eventually develop a system that is more easily understood. Please encourage everyone to report.

Thank You

Benevolent and Protective Order of Elks
VOLUNTEER, YOUTH, CHARITABLE AND COMMUNITY SERVICE
LODGE COMMITTEE/ACTIVITY REPORT

ATTENTION: COMMITTEE/ACTIVITY CHAIRPERSON: Immediately before or after the Lodge meeting when you present your final report of your activity, a member of your committee must enter the required figures in the appropriate spaces below and turn this report in to the Lodge Secretary. These totals will be transferred into the **Lodge and State Association Community Activities Report Book**. The final figures will be submitted to the **Grand Lodge** at the end of the fiscal year to be added to the national total. The total worth of our efforts include the hours and miles we contribute, and these are very important in retaining our status as a **501(c)(8) Tax Exempt Organization** under the Internal Revenue Code. If you have a problem with any question, please ask your Lodge Secretary for help. **Thank you.**

Program/Event: _____

Date: _____ **Committee:** _____

(Note: If the event was a Bicycle Safety Contest you would enter this on the **Program/Event** line. Since this is considered a Youth Activity, you would write **Youth** on the **Committee** line.)

Head Count of Participants: (B) _____

(Note: This includes everyone turning out for the event including family, friends, general audience, those conducting the program, those benefiting from the program, etc.)

No. of Elks Participating: (C) _____

No. of Helpers Participating: (D) _____

(Note: Helpers include non-Elks actually helping with the event including Auxiliary members, family members, police, government and school officials, principal speaker, event choir, entertainer, color guard, etc.)

Total Elks' Hours: (E) _____

(Note: Hours include those spent in meetings planning the event, traveling to and from the event site, shopping for supplies, food preparation, etc.)

Total Helpers' Hours: (F) _____

(Note: Includes time spent by non-Elks outlined in (D) above while participating as outlined in (E) above.)

Total Elks' Miles: (G) _____

Total Helpers' Miles: (H) _____

CONTRIBUTIONS ONLY

Non-Cash Contributions: (I) _____

(This includes Food, Facility Rental, Trophies, Awards, Flags, Material such as lumber to construct a wheelchair ramp, Etc.)

Cash Contributions: (Actual Dollars Contributed) (J) _____

Report Submitted By: _____

Note: Do not compute miles or hours into dollar amounts as this will be done by Grand Lodge per IRS allowances. Include actual miles and hours ONLY.