

COMMUNITY SERVICE REPORT INSTRUCTIONS:

1. Plan and conduct the Community Service Project.
2. Determine whether the project was **Veterans Service, Legislative Action, Community Service or Youth Development** (some projects may fall into more than one area. You may decide which area to credit with all the hours, members, money or you may apportion hours, members, money, etc. to more than one area, i.e. split them into two reports. If you do split the project into two reports, remember that you must also split the hours, members, money, etc.)
3. Fill out the appropriate coupon (**Veterans Service, Legislative Action, Community Service or Youth Development**).
4. Make a total of two (2) copies of the coupon, one for the Post records and one for the District. (If the project is a POW/MIA, Homeless Vets, Americanism, Safety, Scouting or National Military Services Project, make a third (3rd) copy to send to the appropriate District Chairman.)
5. If this project is to be considered toward 100% reporting status and All-State eligibility, make one copy of the verification (The Post should keep the original verification documents as part of the Post records.)
6. Print the Post number, date of the report (not the date of the project) and the project area (**Veterans Service, Legislative Action, Community Service or Youth Development**) on the verification document.
7. Attach the verification to the District coupon.
8. Mail the District copies of the coupons to the District Community Service Chairman. (If the project was a POW/MIA, Homeless Vets, Americanism, Safety, Scouting or National Military Services Project, mail the third copy to the appropriate District Chairman.)