



## DID YOU KNOW

With the holidays here it is important to keep track of your volunteer hours and your donations. This will help you at year-end for reporting purposes. You will find on the VFWA Dept. of PA website 2 forms to help you with this.

The *first* is the “In Kind Donation Sheet.” This will help you keep track of your donations. In Kind Donations are any non-monetary donation.

**Example:** Fruit baskets, blankets, treats, books etc. You will give one copy to the facility you are donating to and keep one copy for your records. Use this form throughout the year.

The *second* is a “Committee Report Sheet” This is for your records. This sheet will help you keep track of your event/activity, members, and non-members hours and cost. This report can also help with awards for members and non-members by keep track of their hours.

Date \_\_\_\_\_ Facility \_\_\_\_\_

Address \_\_\_\_\_

Representative/Contact Person \_\_\_\_\_

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Value of In-Kind Donations: \_\_\_\_\_

Signature of Chief of Voluntary Service/Supervisor of Facility/Unit

Date \_\_\_\_\_

Report all donations to your Auxiliary and Respective Department Chairman.

Auxiliary Chairman \_\_\_\_\_

AUX # \_\_\_\_\_

POST NAME: \_\_\_\_\_

DISTRICT \_\_\_\_\_

### COMMITTEE REPORT

Committee: \_\_\_\_\_

Date of event: \_\_\_\_\_

Name of event/activity: \_\_\_\_\_

Description of event/activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| Name of Members | Hrs.  | Name of Members | Hrs.  |
|-----------------|-------|-----------------|-------|
| _____           | _____ | _____           | _____ |
| _____           | _____ | _____           | _____ |
| _____           | _____ | _____           | _____ |
| _____           | _____ | _____           | _____ |

| Non members: | Hrs.  | Non members: | Hrs.  |
|--------------|-------|--------------|-------|
| _____        | _____ | _____        | _____ |
| _____        | _____ | _____        | _____ |
| _____        | _____ | _____        | _____ |
| _____        | _____ | _____        | _____ |

Include all time spent planning your event (special meetings etc.) any time (even at home) that is used preparing for this event. Example: cooking, sewing, paperwork, phone calls, etc.

TOTAL HOURS: \_\_\_\_\_

Cost should include anything purchased for use. Example:

Food, drink, door prizes, goody bags, tableware, rent for facility, paper, ink, etc.

Costs should include anything donated for use. Example:

Food, entertainment, donated facility (such as VFW facility that normally charges rent).

TOTAL HOURS: \_\_\_\_\_

TOTAL Cost \_\_\_\_\_