MARINE CORPS LEAGUE AUXILIARY
GENERAL REPORT GUIDELINES

A. GENERAL GUIDELINES FOR ALL REPORTS:

1. Three (3) copies are to be made – one (1) for Unit files; one (1) for Department files; one (1) for National.

2. It is the responsibility of the Unit Chairman to prepare and mail two (2) copies of her report to the Department Chairman (where a Department exists) thirty days prior to the Department Convention. If no Department exists, the Unit Chairman should send one (1) copy of her report to the National Chairman by July 1.

3. It is the responsibility of the Department Chairman to compile all Unit reports and record the information on the Cover Sheet. She should only forward one (1) copy of the Cover Sheet to the National Chairman by July 1.

4. The National Chairman meets with her Committee at the National Convention for the judging of reports for citations or awards. Judging is based on accuracy, neatness and clarity of forms. See individual guidelines for specific directions.

5. Check your totals carefully for accuracy.

6. Fill in <u>ALL</u> blanks. Write NA, put a zero (0) or dash (-) on lines that do not apply to the report for your Unit/Department. If your Unit/Department does not participate in a particular activity (CDCE, Rehabilitation, etc.) write "No Activity" or "No Report" on the face of the form. It is not necessary then to fill each blank with a dash or zero. Send your report to the proper Chairman, even if you show no activity. It is not known if your report is lost or if you are not active in an area unless your form is received. National Headquarters must report all work and donations to Congress annually. Your reports are important!

7. Volunteers:
   a. Each time one performs a duty one is counted as a volunteer.
      Example: Jane volunteers six (6) times, so Jane is counted as six (6) volunteers.
   b. Non-Auxiliary members may donate their volunteer time to a Unit or member, providing that time is not counted for another organization. His/her name should appear on the report form with an explanation.
   c. You cannot report work done for family members, even if they are veterans. You do this work because they are family. If your Unit does work for your family, the Unit may take credit for the work done.

8. Hours:
   a. Volunteer time must be explained on each individual report form according to the questions asked.
   b. There is no monetary value for hours of volunteer work.
   c. Include preparation time for food and driving time to and from an activity.

9. Value:
   a. This is the actual money or donated goods for a sponsored activity.
   b. Money given where a product is received in return:
      Example: Girl Scout Cookies cannot be considered a donation.
      Only monetary contributions are counted as donations.

B. AMERICANISM REPORT:

1. Report all activities that perpetuate American ideals and uphold the principles of American democracy. Americanism work is largely educational in character and pertains to all matters relating to the flag or patriotic education.

2. This includes work done with children or adults.

3. Flags must be displayed where the general public can see them easily. Flag sets on a desk in an office do not count.

4. Money spent for purchase of flags, prizes in essay contests, wreaths, etc., should be totaled on line 10.

C. CHILD WELFARE AND YOUTH ACTIVITIES REPORT:

1. Report all activities done to enhance the well-being of children.

2. Work done with Young Marines is included on this report.

3. Include work with youth groups such as Scouts, Sunday School or teacher's aide, if you did not receive a wage (paycheck).

4. Donations to organizations that specialize in helping children should be listed on the Civics Report.

D. CIVICS REPORT:

1. Report on activities done for adults who are not veterans. Hours, money and clothing donated to worthy causes should be reported here, unless it is to a veteran's organization.

2. Report assistance given by driving people to doctor's office, hospital, drug store or grocery store. Report work with Meals on Wheels, visiting hospitals, homes, nursing homes.

3. Do not report activities or donations given by you to your own family members.

4. Church work and volunteer time with a choir is reported here.

5. Report time and miles driven.

6. Report work done in civilian hospitals.

E. REHABILITATION REPORT:

1. Report all work done specifically for veterans and their families. Include time and miles driven.

2. Report assistance given driving a veteran and/or his/her family to doctor's office, hospital, drug store or grocery store. Include visits to veterans in their homes, hospital, nursing home or state-funded Veterans' Center or Soldiers & Sailors Home.

3. Again, you cannot take credit for hours or money given to your personal family members. Other members of your Unit can report time or money given to your family members.

4. Report work done in nursing homes that is specifically done for veterans.

F. CDCE HOSPITAL REPORT:

1. Report all activities and donations given to Federally funded Veterans' Administration Medical Centers. This includes volunteer time such as in the Canteen or Library and all items donated (clothing, books, magazines).

2. Include miles driven to and from the VA facility and preparation/serving time for food made or brought.

3. Report activities with veterans in nursing homes on a VA contract. The nursing home can provide this information.