

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 ALL 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.

MARINE CORPS LEAGUE AUXILIARY VALUATION OF DONATED ITEMS

The following are suggested values to be placed on donated used clothing:

Bathrobes	\$ 6.00	Jackets	\$ 9.00	Slacks (Men)	\$ 8.00	Tee Shirts	\$ 4.00
Bed jackets	3.00	Jeans	5.00	(Ladies)	7.00	Thermal	
Belts, suspenders	3.00	Nightgowns	5.00	Slippers	3.00	wear	3.00
Blouses	5.00	Pajamas	5.00	Socks (pr)	1.00	Ties	3.00
Boots	7.00	Purse	3.00	Sport Coats	10.00	Tuxedo	25.00
Caps	3.00	Raincoats	7.00	Suits	20.00	Underwear	2.00
Coats	15.00	Scarves	3.00	Sweaters	10.00	Vests	2.00
	0						
Dresses	8.00	Shirts	5.00	Sweatpants	4.00	Wallet	3.00
Gloves, mittens	4.00	Shoes	5.00	Sweatshirts	4.00	Workpants	6.00
Handkerchiefs	1.00	Shorts	5.00	Swimsuit	5.00		
Hats	4.00	Shirts	5.00	Swim Trunks	4.00		

All wearing apparel must be in good condition. Children's items should be used at approximately the same values as above.

Suggested values for donated hospital items:

Afghans/Quilts	\$100.00	Knee warmers	\$ 3.50	Wheelchair	\$ 50.00
Amputee Stump		(knitted)		Arm pads	4.00
Covers	3.50	Neck Warmer	12.00	Bags	7.00
Ankle Warmers	2.00	Pillows, Neck	10.00	Caddies	10.00
Bibs (feeding)	5.00	Scuffies	2.50	Cushions	12.00
(trachea)	6.50	Slipper socks	4.00	Lap blanket	35.00
Catheter Bag Covers	2.00	Stress balls	1.00	Lap Robe	
Ditty Bags (small)	3.00	Walker	20.00	Knitted	50.00
(large)	4.00	Pockets	3.00	Quilted	45.00
Elbow/Heel Caps		Bags	10.00		
(knitted)	1.50				

Suggested values for miscellaneous, household, toiletries, comfort items:

Backpacks, gym bags	\$ 3.00	Games	\$ 5.00	Stuffed animals	
Bedspread	20.00	Laundry bags	2.00	small	\$ 5.00
Bingo sets	15.00	Magazines	.25	large	10.00
Books, hardcover	5.00	Pillows, large	8.00	Suitcase	10.00
Paperback	1.00	small	5.00	Sunglasses	2.00
Cassettes	3.00	Pillowcases	1.00	Towels (bath)	4.00
CD's	4.00	Puzzles	.25	(hand)	3.00
DVD's	5.00	Sheets, set	5.00	Videotapes	5.00
Deck of cards	2.00	single	1.00		
Electric razors	10.00				

Stationery items - purchase price, toiletries - purchase price, hotel toiletries - .25 each

Baked goods - purchase price -- no home-baked products can be accepted

MARINE CORPS LEAGUE AUXILIARY VOLUNTEER WORKSHEET - AMERICANISM

NAME _____ MAY1 - APRIL 30 _____

	<u>Times Volunteered</u>	<u>Hours</u>	<u>Miles</u>	<u>Donation</u>
1) Serving on local committees/boards				
Memorial Day	_____	_____	_____	\$ _____
Fourth of July	_____	_____	_____	\$ _____
Veterans' Day	_____	_____	_____	\$ _____
Other: _____	_____	_____	_____	\$ _____
2) Participating in local activities:				
Memorial Day Parade--marching	_____	_____	_____	\$ _____
Memorial Day--wreath laying/service	_____	_____	_____	\$ _____
Fourth of July Parade--marching	_____	_____	_____	\$ _____
Veterans' Day Parade--marching	_____	_____	_____	\$ _____
Veterans' Day--wreath laying/service	_____	_____	_____	\$ _____
Distribution of Americanism Literature	_____	_____	_____	\$ _____
Elections--mail outs/handouts/etc.	_____	_____	_____	\$ _____
Elections--voting	_____	_____	_____	\$ _____
Other: _____	_____	_____	_____	\$ _____
3) Presenting American flags/literature to:				
Schools	_____	_____	_____	\$ _____
New citizens	_____	_____	_____	\$ _____
Individuals	_____	_____	_____	\$ _____
Hospitals	_____	_____	_____	\$ _____
Other: _____	_____	_____	_____	\$ _____
4) Writing about issues pertaining to				
VETERANS, their widows/orphans, etc.:				
Local Officials	_____	_____	-0-	\$ _____
State Senators/Representatives	_____	_____	-0-	\$ _____
US Senators/Representatives	_____	_____	-0-	\$ _____
5) Displaying the American Flag	_____	_____	-0-	\$ _____
6) Participating in or preparing for				
Marine Corps Birthday Celebration	_____	_____	_____	\$ _____
Attending Marine Corps Birthday Celebration/Ball	_____	- 0 -	_____	\$ _____
7) Attending MCLA meetings, conferences, conventions, events, etc.	_____	_____	_____	\$ _____
8) Participating in Security Programs	_____	_____	_____	\$ _____
(i.e., Town Watch, etc., if applicable)				
9) Assisting foreign-born to become US Citizens	_____	_____	_____	\$ _____
10) Cash assistance for patriotic events and/or items (i.e., flags, wreaths, prizes, etc.)				Value \$ _____

TOTALS:

Times Volunteered _____ Hours _____ Donations \$ _____

Miles _____ Value of Miles \$ _____ Total Value \$ _____
(miles x 14 cents) (Donations + Value of Miles)

Americanism Worksheet is a guide to remind members of volunteering activities at patriotic events and promoting loyalty to America and American ideals.

This is just a worksheet and **not** to be sent to Department or National Chair.

(Rev. 8/09)

ENCLOSURE #14

**MARINE CORPS LEAGUE AUXILIARY
VOLUNTEER WORKSHEET –
CHILD WELFARE AND YOUTH ACTIVITIES**

NAME _____ MAY 1 - APRIL 30 _____

<u>Activity</u>	<u>Times Volunteered</u>	<u>Hours</u>	<u>Miles</u>	<u>Donations</u>
Boy/Girl Scouts	_____	_____	_____	\$ _____
Brownies/Cub Scouts	_____	_____	_____	\$ _____
Camp Fire Group	_____	_____	_____	\$ _____
Children's Day Care	_____	_____	_____	\$ _____
Church/Sunday School	_____	_____	_____	\$ _____
Food, clothing, etc. to Children of Veterans or active duty	_____	_____	_____	\$ _____
Home Nursing/Babysitting for Children of Veterans or active duty (non-relative)	_____	_____	_____	\$ _____
Little League/Sports	_____	_____	_____	\$ _____
National/Department Scholarship Fund	_____	_____	_____	\$ _____
Operation Little Angel	_____	_____	_____	\$ _____
Orphanage	_____	_____	_____	\$ _____
PTA/PTO	_____	_____	_____	\$ _____
School Organizations	_____	_____	_____	\$ _____
Special Olympics	_____	_____	_____	\$ _____
Toys for Tots	_____	_____	_____	\$ _____
Young Marines	_____	_____	_____	\$ _____
Youth Physical Fitness	_____	_____	_____	\$ _____
Other	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

TOTALS:

Times Volunteered _____ Hours _____ Donations \$ _____

Miles _____ Value of Miles \$ _____ Total Value \$ _____
(miles x 14 cents) (Donations + Value of Miles)

Child Welfare and Youth Activity Worksheet is a guide to remind members of volunteering activities that benefit youth including Young Marines and children of active-duty service personnel or Veterans.

This is just a worksheet and **not** to be sent to Department or National Chair.

(Rev. 08/13)

MCL AUXILIARY VOLUNTEER WORKSHEET - CIVICS

NAME _____ MAY 1 – APRIL 30 _____

<u>Activity</u>	<u>Times Volunteered</u>	<u>Hours</u>	<u>Miles</u>	<u>Donation</u>
Adult Activities/Senior Center/Day Care	_____	_____	_____	\$ _____
Adult Education/Literacy	_____	_____	_____	\$ _____
American Cancer Society	_____	_____	_____	\$ _____
Blood Bank **	_____	_____	_____	\$ - 0 -
Cerebral Palsy	_____	_____	_____	\$ _____
Christmas Seals	_____	_____	_____	\$ _____
Church Fund	_____	_____	_____	\$ - 0 -
Cystic Fibrosis	_____	_____	_____	\$ _____
Disaster Victims	_____	_____	_____	\$ _____
Easter Seals	_____	_____	_____	\$ _____
Fire/Ambulance/Police	_____	_____	_____	\$ _____
Good Will	_____	_____	_____	\$ _____
Health Clinic	_____	_____	_____	\$ _____
Heart Fund	_____	_____	_____	\$ _____
Home Health Care	_____	_____	_____	\$ _____
Hospital (not VA)	_____	_____	_____	\$ _____
Leukemia Society	_____	_____	_____	\$ _____
March of Dimes	_____	_____	_____	\$ _____
Mental Health	_____	_____	_____	\$ _____
Multiple Sclerosis	_____	_____	_____	\$ _____
Muscular Dystrophy	_____	_____	_____	\$ _____
Nursing Home	_____	_____	_____	\$ _____
Physically/Mentally Challenged	_____	_____	_____	\$ _____
Red Cross	_____	_____	_____	\$ _____
Salvation Army	_____	_____	_____	\$ _____
United Way Fund	_____	_____	_____	\$ _____
USO	_____	_____	_____	\$ _____
YMCA/YWCA/YMHA/YWHA	_____	_____	_____	\$ _____
Other: _____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

**Number of pints of blood donated: _____

TOTALS:

Times Volunteered _____ Hours _____ Donations \$ _____

Miles _____ Value of Miles \$ _____ Total Value \$ _____
(miles x 14 cents) (Donations + Value of Miles)

Civics worksheet is a guide to remind members of volunteering activities and donations through community and charitable organizations.

This is just a worksheet and **not** to be sent to Department or National Chair.

MARINE CORPS LEAGUE AUXILIARY VOLUNTEER WORKSHEET - REHABILITATION

NAME _____ MAY 1 – APRIL 30 _____

<u>Activity</u>	<u>Times Volunteered</u>	<u>Hours</u>	<u>Miles</u>	<u>Donation</u>
Groceries to Veterans and/or their families	_____	_____	_____	\$ _____
Clothing given to Veterans and/or their families	_____	_____	_____	\$ _____
Medical/Dental Care	_____	_____	_____	\$ _____
Fuel, rent or other utilities	_____	_____	_____	\$ _____
Home nursing/adult day care for Veterans and/or their families in time of need (not for pleasure/profit)	_____	_____	_____	\$ _____
Extending hospitality (meals, lodging) to Service Men/Women in your home (non-relatives)	_____	_____	_____	\$ _____
State Funded Veterans' Home	_____	_____	_____	\$ _____
Transportation furnished to Veterans and/or their families at 14 cents per mile	_____	_____	_____	\$ _____
Care Packages to Service Men/Women (non-relatives)	_____	_____	_____	\$ _____

TOTALS:

Times Volunteered _____ Hours _____ Donations \$ _____

Miles _____ Value of Miles \$ _____ Total Value \$ _____
(miles x 14 cents) (Donations + Value of Miles)

Rehabilitation Worksheet is a guide to remind members of volunteering activities and donations encompassing active-duty Service Men/Women and Veterans, along with their families. All volunteering is for non-relatives.

This is just a worksheet and is **not** to be sent to Department or National Chair.

MARINE CORPS LEAGUE AUXILIARY. INC.

VOLUNTEER WORKSHEET –

CDCE/AVS HOSPITAL

NAME _____ MAY 1 – APRIL 30 _____

Name of Hospital _____ Address of Hospital: _____

List actual cash value for:

Donations to VA Hospital Funds \$ _____ Occupational Therapy Supplies \$ _____

Gifts \$_____ Refreshment and Service Supplies \$_____

Prizes \$ Books, reading material \$

Flowers \$ _____ Other (describe) \$ _____

Personal items, Lap Robes, etc. \$ _____

Please see Enc. #12, VALUATION OF DONATED ITEMS, for suggested values of homemade items and gently used items.

Work in VA Hospitals in any capacity should be listed.

[illegible]

TOTALS:

Times Volunteered	Hours	Donations \$
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Miles _____ Value of Miles \$ _____ Total Value \$ _____
(miles x 14 cents) (Donations + Value of Miles)

CDCE/VAVS worksheet is a guide to remind members of volunteer activities and donations for Veterans at a VA hospital, clinic or domiciliary. This would also include a VA sponsored outing for the Veterans from the VA hospital.

This is just a worksheet and **not** to be sent to Department or National Chair.

MARINE CORPS LEAGUE AUXILIARY
GIRL SCOUT GOOD CITIZENSHIP AWARD

Page _____

Department/Unit _____ Date _____

City _____ State _____ Number of Members in Unit _____

Chairman _____

Address _____

Name of Recipient/Council	Times Volunteered	Hours	Donations	Miles

Totals: Times Volunteered _____ Hours _____ Donations _____

Miles _____ Value of Miles \$ _____ Total Value \$ _____

(@ 14 cents per mile)

(Donations + Value of Miles)

MARINE CORPS LEAGUE AUXILIARY UNIT VOLUNTEER REPORT

DATE _____

UNIT NAME _____

MEMBERS _____

DEPARTMENT of _____

CHAIR(S) _____

MAIN EMAIL OR PHONE _____

ADDRESS _____

ACTIVITY	TIMES VOLUNTEER	HOURS	DONATIONS	MILES	COST per MILE	VALUE OF MILES	TOTAL VALUE
AMERICANISM					0.14		
CHILD WELFARE**					0.14		
CIVICS*					0.14		
REHAB					0.14		
CDCE					0.14		

*Civics Only: Pints of Blood Donated _____

**Girl Scouts only: Number of Awards Given _____

**14 cents per mile equals value of miles

UNIT CHAIR: Please keep one copy for your files and send one copy to each Department Chair. If no Department exists, please send one copy to each National Chair prior to July 1.

Activity Report Period is May 1 to April 30.



**MARINE CORPS LEAGUE AUXILIARY
DEPARTMENT COVER SHEET**

Page _____

DEPARTMENT _____ DATE _____

REPORT (please check one):

_____ AMERICANISM

_____ CHILD WELFARE

_____ CIVICS

_____ REHABILITATION

_____ CDCE/VAVS

_____ GIRL SCOUTS

CHAIR _____ EMAIL OR PHONE _____

ADDRESS _____

UNIT NAME	# MBRS	TIMES VOL	HOURS	DONATIONS	MILES	VALUE OF MILES	PINTS OF BLOOD (CIVICS)	TOTAL VALUE
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
				\$		\$		\$
TOTALS				\$		\$		\$

*CIVICS ONLY: DEPARTMENT TOTAL PINTS OF BLOOD _____

GIRL SCOUTS ONLY: NUMBER OF UNITS GIVING AWARDS _____ NUMBER OF AWARDS GIVEN _____

*14 CENTS PER MILE EQUALS VALUE OF MILES

DEPARTMENT CHAIR: MAKE 2 COPIES OF THIS COVER SHEET; SEND ONE TO NATIONAL CHAIR PRIOR TO JULY 1 AND FILE ONE WITH DEPARTMENT SECRETARY

MEMBER'S NAME _____ MONTH _____

Samples of your donation are listed below. I know that everyone donates a lot more than they say they do. Remember if you are going to an event, the miles and time starts **when you leave your home**. Remember, you can only claim mileage if you are driving (if you have other members with you or you go with other members you can claim hours but not mileage).

CIVICS REPORT (CIV) – American Cancer Society, Fire/Ambulance/Police, Leukemia Society, March of Dimes, Red Cross, Christmas Seals, Church funds, Disaster Victims (Basically local or nationwide organizations)

CHILD WELFARE (CW) – Little League, Special Olympics, Toys for Tots, Young Marines, Youth Physical Fitness, Nat'l/Dept/Detach/Unit Scholarship Funds, Children's Day Care (Basically anything that involves children)

AMERICANISM (AM) – Participate in parades, voting, Marine Corps Ball (decorating/attending), writing letter to congressman on veteran's issues, displaying American Flag (must be seen by public), helping veterans (can't be immediate family), members service on other local committees (21 day retreat), and attending Auxiliary meetings.

VAVS (VA) – Time spent at the VA hospital playing bingo, refreshments served or any other events at VA

REHAB (R) – Purchasing groceries for a needy veteran or their family, clothing to needy veteran’s family , taking Veterans to doctor’s appointments, giving clothing to needy veteran’s family or State funded Veteran’s Home **(cannot be immediate family)**.

[illegible]