

SERVICE REPORT FORM GUIDE

AMVETS Ladies Auxiliary – Department of Ohio

Line #1 Check which report this is: Americanism, Child Welfare, Community Service, Hospital, Scholarship

Line #2 City and number of Auxiliary – ex: Kenton 1994

Line #3 Report dates: mid-year 5/31/25 to 10/31/25 | Year End 11/1/25 to 4/30/26

Line #4 Number of Volunteers: This is often confusing, as Auxiliary members volunteer to work on projects, write their name, hours worked and miles traveled on a project sheet. (See additional sheet.) If their name is already on the list, do not write it again. Volunteers can work on multiple projects, but can only be listed once on the report form. The number listed on line 4 is from line 17.

Line #5 Hours donated: This is the total hours from each project for each member.

Line #6 Number of miles: This is the total miles from each project for each member.

Line #7 Number of projects: Total number of projects.

Line #8 Hours: Use total number of hours of all projects × \$30.00 per hour.

Line #9 Mileage: Use total number of miles from all the projects × \$0.65 per mile.

Line #10 Refreshments: Use total from each project.

Line #11 Cash Donations: Use total amount from all donations.

Line #12 New materials: Use total from all projects.

Line #13 Used materials: Use total from all projects.

Line #14 Lodging: If applicable, use total from all projects.

Line #15 Add the monetary values from Line #8 through Line #14.

Line #16 List projects and activities in detail; use additional page(s) as needed.

Line #17 Add the list of names, first and last, of each volunteer. Remember, regardless of how many times they worked, they can only be listed on this form one time. Also, this is Auxiliary members only – not Veterans or Sons (they report for their own entity), other males, or youth. If there are youth volunteers, use the YOUTH SERVICE REPORT FORM.

Line #18 Complete section with name, date, address, phone number & email. This will be the contact person if the Department Officer has any questions.

Complete a separate form for each: Americanism, Child Welfare, Community Service, Hospital, and Scholarship.

CONGRATULATIONS! YOU HAVE COMPLETED YOUR SERVICE REPORT FORM.