



2013

Connecticut State Grange
**COMMUNITY SERVICE
REPORT FORM**

1. The report must be received by your State Community Service Chairpersons, Jeff & Debbie Barnes, 121 Stillman Rd., N. Stonington, CT 06359, by September 1, 2013.

Grange Name _____ Grange No. _____

City _____ State _____ Zip _____

Chairperson's Name _____

Chairperson's Address _____ City _____

State _____ Zip _____ Telephone # _____

Master's Name _____ No. of Grange Members _____

Signature of Community Service Chairperson _____

2. Please complete this form and place it in the front of your report notebook. This will be of tremendous assistance to judges.
3. The report notebook should indicate name and number of Grange on the outside front cover.
4. While this form will be accepted as a report book, we strongly urge you to write a description of your activities in greater detail.
5. Newspaper articles, letters and evidence of publicity should be included. Pictures are helpful, especially "before the project(s) began and after completion."
6. The report should be typewritten if possible. While the reports are judged on the results accomplished, it helps the judges if the reports are neat and easy to read.
7. A Final Reminder – your completed report must be received by SEPTEMBER 1 by your State Community Service Chairpersons.
8. Please mark the envelope "Community Service Report."

SUMMARY OF ACTIVITIES

September 1 thru August 31

Number of Grange members: _____

Number of Grange members involved in project(s): _____

Number of Community Citizens who helped in project(s): _____

Total hours given by Grangers _____ Community Citizens _____

How was project(s) selected?

How did you inform the public of your project?

On-going projects:

Joint projects (with other non-profit organizations):

New major project(s) for this year:

Other new projects:

SUMMARY OF WORK

Explain the reason the project(s) was selected, plans made to accomplish the project, how you financed the project (if applicable), problems, if any, that were overcome, cooperation received from members and community members, recognition, and any other helpful information.

Community Service Judging Score Card

A. Need for the Project(s) Selected

Was the community, or some part thereof, better off because of the project? Was major improvement realized?
How many people did the project affect?

20 points (Max.)

B. Program Plan

Explain the overall plan to accomplish your project. Explain the things that had to be considered to accomplish your goal, such as enlisting workers, work schedule, how the media and public were contacted, financing, public meetings, etc.

20 points (Max.)

C. Cooperation Achieved

Describe who was involved, how contacts were made with Grange and community members to get assistance. Discuss either organizations and any agencies that were part of your project. Account for all time planning, discussions, contacting people, time spent on project by everyone involved, etc.

20 points (Max.)

D. Project Evaluation

Explain the reason the project(s) was selected, plans made to accomplish undertakings, how you financed project, problems that were overcome, cooperation received, and any other helpful information. Be sure to place emphasis on new projects and inform us if the project will take more than one year to complete. If this project was begun in a previous year and is an ongoing one (that could be considered an annual activity), summarize what took place in previous year and how it was completed in the current year. Include anything not otherwise requested that you feel is important to the success of your project.

20 points (Max.)

E. Details

Members' individual hours explained.

(Example: Joe Smith assisted with Bingo at Golden Years, May 20; 2-1/2 hrs.)

20 points (Max.)

F. Presentation of Final Report

Neatness, content, quality of pictures and publicity items submitted, legibility, and visual presentation.

10 points (Max.)