

# ALBERTA ELKS ASSOCIATION COMMUNITY SERVICE REPORT



Lodge: \_\_\_\_\_ No# \_\_\_\_\_ District # \_\_\_\_\_  
For the Period of Jan. 1 – Dec. 31, 20\_\_\_\_\_

## Regular Lodge Meeting Volunteer Hours

	Average # of Members Per Meeting	# of Meetings Per Year	Average Length of Meetings	Total Volunteer Hours
	<b>A</b>	<b>B</b>	<b>C</b>	<b>A x B x C = D</b>
<b>Regular Lodge Meetings</b>				Line 1

## Funds Raised & Calculation of Volunteer Hours

Projects & Events	Funds Raised	# of Members Participating	Average Hours # Events x Hours/Event	Total Volunteer Hours
	<b>E</b>	<b>F</b>	<b>G</b>	<b>F x G = H</b>
<b>Total Gaming Revenue</b>				
<b>Other Projects</b>				
<b>General Donations Collected</b>				
<b>Total</b>				Line 2

**Grants Received and Used** (if any): \$ \_\_\_\_\_ (please list on a separate page)

*Fund raising projects do not include dues or grants. Column H is to estimate the Total Volunteer Hours required for Fund Raising Only*

## Funds Donated & Additional Volunteer Hours

Projects & Events	Funds Donated	# of Members Participating	Average Hours	Total Volunteer Hours
	<b>I</b>	<b>J</b>	<b>K</b>	<b>J x K = L</b>
<b>All Donations from Gaming Proceeds</b>				
<b>All Donations from other Fundraising</b>				
<b>Other Organization Donations (ie. Labour)</b>				
<b>Total Donations</b>	Line 4			Line 3

*Column L is to be used to estimate the Total Volunteer Hours required for Donations Only*

*Volunteer Time Allotment may not apply to this part. Only record additional volunteer time (Donation Events) or other organization (ie. Labour)*

## **Total Charitable Donation Value**

Total Man Hours (TMH): Line 1(D) \_\_\_\_\_ + Line 2 (H) \_\_\_\_\_ + Line 3 (L) \_\_\_\_\_ = \_\_\_\_\_ (TMH)

Total Value of Hours (TVH\$): TMH (above) \_\_\_\_\_ x \$20.00 per Hour = \$ \_\_\_\_\_ (TVH\$)

Total Donation Value (Dollars & Volunteer) TVH\$ \_\_\_\_\_ + Line 4 \_\_\_\_\_ = \$ \_\_\_\_\_ (TDV)

Number of Lodge Members as of December 31: \_\_\_\_\_

**Total Donation Per Member:** TDV \_\_\_\_\_ ÷ # Members \_\_\_\_\_ = \$ \_\_\_\_\_

Exalted Ruler: \_\_\_\_\_

Secretary: \_\_\_\_\_

## **Our Mission Statement:**

### **A Canadian volunteer organization of men and women serving communities**

Being able to identify our community service in both dollars donated and volunteer time is one way of proving our value to ourselves and the community. Within the Alberta Elks Association, we honour Lodges for their commitment to our Mission with our Community Service Awards. The Competition falls into three (3) categories:

12.4.1 All Lodges with a membership not exceeding 50 members

12.4.2 All Lodges with a membership in 51 to 100 members

12.4.3 All Lodges with a membership in excess of 101 members

*The competition is not judged on “dollars” only, but considers the total Lodge effort involved, including man hours and community impact.*

### **HOW TO COMPLETE THE REPORT: Use Calendar Year (January – December)**

#### **Part A: Regular Lodge Meetings:**

A: Average Members per Meeting – count and total the member attendance for all meetings and then divide by the number of meetings you had in the year.

B: Record the number of member meetings you had in the calendar year

C: What is the average length of meetings? (Total hours/meeting & divide by number of meetings)

To calculate Total Volunteer Hours (LINE 1) multiply  $A \times B \times C = D$

#### **PART B: Funds Raised (& Calculation of Volunteer Hours for Fund Raising)**

E: Record Funds Raised in categories of: Gaming, Other Projects, General Donations collected

F: For each event, how many volunteers worked?

G: On average, how long was each of the events?

To calculate Total Volunteer Hours (LINE 2) multiply  $F \times G = H$

#### **PART C: Funds Donated (& Calculation of additional Volunteer Hours)**

*Note: Volunteer Time recorded in Fund Raising (Part B) is NOT recorded again. This section is for time spent planning/holding events related to the donation of funds or labour donations to other organizations (eg. Habitat for Humanity projects, holding a special event for Presentation of Donations)*

I: Total of Funds donated by category – Gaming, Other Projects and “Other Organization Donations” (eg. Labour donated)

J: IF you have volunteer time donated, record number of participating members (generally, only “other” organization labour donations would have a number here)

K: IF you have volunteer time donated, record number of participating members (generally, only “other” organization labour donations would have a number here)

To calculate Total Funds Donated (LINE 3) multiply  $J \times K = L$

#### **PART D: Total Charitable Donation Value**

**Total Man Hours (TMH):** Add Lines 1, 2 & 3 to get the TMH

**Total \$ Value of Hours (TVH\$):** Take TMH and multiply by \$20.00 per hour for TVH\$

**Total Value of Donations (TDV):** Take TVH\$ and add Line 4 (Dollar value of donated funds)

**Donation Value Per Member:** Take TDV and Divide it by the Number of Lodge Members as at Dec.31

### **HOW TO SUBMIT THE REPORT:**

- All Lodges complete the Community Service Report & present it at Spring District Meeting.
- District Deputy forwards all Reports for their District to the Provincial Community Chairman no later than May 1st.
- All forms must include the signatures of both the Exalted Ruler and the Secretary or their designates.