

Annual Report Award Program

Keeping a good record of your Granges' Community Service Activities is very important! Much like the Secretary's minutes, the records of the Community Service done by your Grange will serve as an important history of your Grange. It can also be an inspiring record from which future Grange members can look to for ideas and instructions for future Community Service projects.

The Annual Report that you fill out can be used to create a wonderful record of the Community Service your Grange has done during the year, complete with pictures of the activities and the people involved. It will also record the other community-based organizations (CBOs) that your Grange worked with to help accomplish the completion of larger projects. Whether large or small, the projects that your Grange chooses to work on will help unify your community and will improve the quality of life for your family, friends and neighbors. As responsible, community-minded individuals, we need to be able to identify specific needs within our community, and formulate a plan of action to address those needs.

Small projects can be used as a starting point for other projects. When possible, expand the focus of small projects that your Grange has undertaken. The Grange becomes more visible through the work it does, thus opening the opportunity for securing new members. Once identified, Granges must be encouraged to continue a successful project. It is called commitment. The Grange can be proud of sponsoring an ongoing project that benefits many people.

While it is important for a Grange to look for a new project to work on, previous projects should not be dropped. If anything, they can be improved on. Always look to see what can be improved for the next year. Once the project has been completed, look back and review it. See where changes are needed, if at all.

There are numerous advantages to choosing a large project, including having a larger base from which to draw volunteer help, as well as being able to address the problems of fund raising. Don't be hesitant to take on a large project. Enlist the aid of other community-based organizations (CBOs) to fulfill the tasks of a large project. The media is often more receptive to stories about major works.

In all Granges, there are opportunities to involve all members. Ask members who have not been involved because of age or other circumstances to take an active part in choosing projects and activities. There is always something for everyone to do. Look for projects that have a range of activities so that the less active members can share in assignments along with the rest of your Grange members.

- The reporting period for the Community Service-Involvement Award program contest is January 1 through December 31, with completed reports due to your District Community Service-Involvement chairperson no later than **March 31**. Credit may be claimed for new projects begun previously but completed in the current year and continuing projects of your Grange.
- Project reporting:
 - ✓ Select a project or projects.
 - ✓ Keep an accurate record of hours, miles and monies spent on your project.
 - ✓ Take photographs (before and after, if applicable).
 - ✓ Try to get publicity for your project.
 - ✓ Complete the Community Service-Involvement Report Annual Report form. (See Community Service-Involvement Handbook mailed in January, or online at www.organge.org. *(Please copy on yellow paper!)*)
 - ✓ Submit report in a three-ring binder with all pages securely fastened.
 - ✓ Mail report form no later than **March 31** to your State Community Service-Involvement Directors for judging.

12 Community Service-Involvement

- **Judging Criteria:**

Quality of Presentation		Pts
A	In book form and in a proper binder	5
B	Report submitted on time (received prior to judging)	5
C	Letter size, 8½ x 11 inches	5
D	Typed and/or easily readable	5
E	Each category separate and divided (tabs recommended)	5
F	Use of correct forms	5
G	Copies of Community Service Reports	5
H	Neat, clear and concise	5

Content		Pts
	Activities involving the community in Grange activities	15
	Individual Grangers volunteering for service outside the Grange	10
	Non-Grange activities for and by community at Grange hall	15
	Grange projects (performed by your Grange for the benefit of your Grange & Grange members (such as repairs, maintenance, clean up)	10
	Publicity informing the public (news-papers, radio, bulletin boards, etc.)	10
Total possible points		100

- **Awards:**

National Grange provides \$250 to Oregon State Grange **IF** at least 10% of the Subordinate/Community Granges submit this annual report on time. The following will be awarded from National Grange:

- ✓ Certificates for 1st, 2nd, 3rd and 4th place winners.
- ✓ 1st place: \$100, 2nd place: \$75, 3rd place: \$50, 4th place: \$25.
- ✓ Participation recognition certificates for all who submit annual reports.