

**Annual Report Award Program**

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 those 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 **April 15**. 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 form. See pages 10-13 of *the Community Service Handbook* mailed in January.
  - Submit report in a three-ring binder with all pages securely fastened.
  - Mail report form no later than **April 15** to your District Chairperson for judging.

• Judging Criteria:

| <b>Presentation</b>      | <b>Pts</b> |
|--------------------------|------------|
| Report submitted on time | 15         |
| Use of correct form      | 15         |
| Use of correct binder    | 15         |
| Neatness                 | 25         |

**Content**

|   |    |
|---|----|
| Activities involving community in Grange activities                                   | 25 |
| Grangers involved in non-Grange activities  | 25 |
| Non-Grange activities for and by community at Grange hall                             | 25 |
| In-house projects (repairs, maintenance, beautification, etc.)                        | 25 |
| Publicity (informing the public through newspapers, radio, TV, bulletin boards, etc.) | 30 |

## 12 Community Service-Involvement

- Awards:

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

- Certificates for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> place winners.
  - 1<sup>st</sup> place: \$100, 2<sup>nd</sup> place: \$75, 3<sup>rd</sup> place: \$50, 4<sup>th</sup> place: \$25.
  - Participation recognition certificates for all who submit annual reports.
- The annual report form can be included in the Grange of the Year Yearbook. If your Grange is participating in the Yearbook contest, there will be two (2) different sets of judges reviewing the materials submitted: One to judge the annual report and another to judge the Yearbook. See *Grange of the Year Yearbook* on page 18.