

Date: June 23, 2011
To: All District & Post Commanders
From: Keith Foley, State Community Service Chairman
Re: Reporting of All Community Service Projects

The National Ladies Auxiliary has changed the reporting of Community Service for its Auxiliaries. You will no longer report what the Ladies do in your Community Service reports. The Post will still get credit for what the Auxiliary does, but it will come through Department Headquarters.

With this letter, you will find the "2011-2012 Community Service Form", use it if you like to use old fashion pen and paper or go to the online form.

New guidelines for reporting Community Service.

1. One member of the Post will be the Community Service Point of Contact or Chairperson.
2. This Chairperson will be the only one to report **ALL** Post Community Service. This means reporting for the Post and Men's Auxiliary units. Motorcycle units will not get credit for Community Service, as they are members of the Post or Men's Auxiliary. **DO NOT REPORT LADIES AUXILIARY PROJECTS.** Only report hours and money the Post and/or Men's Auxiliary puts in. The Ladies Auxiliary will report their portion to their State Chairmen. I will get a report of what they did and credit your Post.
3. This person will be the only one to contact Dept. regarding Community Service questions.
4. This person should have the capability to report Community Service online. If not able to report Community Service online, they should be able to print clearly and mail it in. **Do Not Fax!**
5. Turn in reports in a timely manner (i.e. within 30 days from the completion date of the project).
6. Be able to train the members of the Post to identify projects that are community service and what, if any, are Youth and Americanism.

c.c. Department of Texas VFW Line Officers