

Community Service Contests and Awards

Annual Community Service Report

The Annual Report is a record of the community service projects your Grange sponsored during the year. It also records the time your Grange members volunteer in your community. You may have one large project or several small ones, but your involvement in the community is important. Involve your members in planning your Grange projects. Generate one new project for the year. A well thought out plan means “success” for your Grange. If you need more information or ideas refer to ***“The Endless Sea Filled with Possibilities”***. If your Grange doesn’t have a copy, you can go to the Oregon State Grange Website orange.org/the-oregon-state-grange/committees/community-service/ to either read it or download it.

Projects should involve members and non-members working together. Partner with other groups to generate new ideas to give back to your community. The media is often more receptive to stories about projects involving several groups working together.

Oregon is one of the few states that does not require non-profits to report volunteer hours to maintain their non-profit status, but with rules becoming tighter for non-profits, this could soon be a requirement. There have been instances where a Grange has been able to protect its non-profit status because they had information on their volunteer hours.

“Everything counts” as volunteer hours on your annual report whether you volunteer for your Grange or within your community.

Involve your members in planning your Grange projects. Generate one new project for the year. A well thought out plan means “success” for your Grange.

Subordinate/Community and Pomona Granges are encouraged to do projects and report annually.

Project reporting:

- The period for the Community Service Report is **January 1 through December 31**.
- Select a project or projects.
- Have a goal of one new project for the year.
- Keep an accurate record of hours spent by members and non-member on your project(s). Total the number of Grange members and non-members who participated and the number of hours worked for

each group. You may want to print the Community Service Volunteer Log (download-able from the Community Service page of the State Grange website), make copies, and distribute them to your members to record their volunteer hours once a month.

- Take photographs of your events and activities.
- Get publicity for your project (social media, newspapers, Grange Bulletin, etc.).
- Complete the Annual Community Service Report Form, which can be downloaded from orange.org/the-oregon-state-grange/committees/community-service/.
- If you are entering a yearbook, be sure to make a copy of your report and include it in your yearbook.
- Mail the report form to the State Community Service Director postmarked no later than **MARCH 31** Extended until **April 15** for 2023.
- All participating Granges will receive a recognition certificate for their Annual Report.

Community Service Yearbook

The Annual Community Service Report lists your projects with the number of members and non-members participating and the number of hours donated by each. A Community Service Yearbook shows graphically through photographs, newspaper articles, and other documents each project and its impact. The yearbook is not a history of everything your Grange did during the year. It can be a great tool for recruiting new members because it shows what you did in your community!

Community Service Yearbooks must be entered for judging at the State Grange Convention by **noon** on **Sunday of Session**. If no one from your Grange is attending the convention, you may mail your book to the Community Service Director postmarked no later than **June 1**.

Yearbook Organization:

- Put the name of your Grange on the cover.
- Include a one-page description of your Grange and community.
- Include a Table of Contents with a summary of each project.
- Use a tab to mark each section to match the Table of Contents.
- Limit large projects to four pages and smaller projects to two pages.

- Only include one or two thank you notes from your project.
- If you held a fundraiser, include where the money was donated.
- Place all pages in page protectors.
- Include a copy of your Annual Community Service Report in its own page protector.

Don't Include:

- An officer or member roster or meeting minutes.
- Obituaries when a family used your hall after the funeral.
- Mowing the grass at your Grange hall; that's maintenance, not community service.

Awards:

- 1st place: \$100, 2nd place: \$75, 3rd place: \$50, 4th place: \$25.
- All entries will receive a recognition certificate.
- The first-place winner will be sent to National Grange.
- Oregon's judging guidelines are the same as **National Grange**.

Volunteer of the Year

This program is designed to recognize a member who is a dedicated volunteer in your Grange and in your community. The Community Service Chairperson and/or your Grange should select a name to be considered for Volunteer of the Year.

- Judging will be based on the type, quantity and quality of volunteer service performed.
- The Volunteer of the Year Award form is then filled out. The form will can be downloaded from orgrange.org/the-oregon-state-grange/committees/community-service/ or contact the State Director to request the form to be mailed or emailed.
- Write a **short** narrative (750 words maximum) about the nominee's service and accomplishments during the past year (January 1 to December 31). Explain what this member has done for your Grange and your community in the last year.
- Include the nominee's name and contact information on the entry form.
- Make sure that the Community Service Chairperson and the Subordinate/Community Grange President/Master sign the completed form. Send the

form and narrative to the State Grange Community Service Director postmarked no later than **June 1**.

- The State Director will form a judging committee to select the state winner. Only one winner will be selected from all entries.
- The winner will be announced and presented with a certificate and award at the State Grange Convention.
- All those nominated will receive a certificate of thanks.
- Remember this is an award for their work in the past year, not a cumulative lifetime award.

Firefighter, Law Enforcement Officer and Teacher of the Year Awards

The persons you nominate can be a paid professional or a volunteer. Your Grange can and should recognize anyone else in your community (first responders, medical personnel, etc.) at an open house, Grange meeting or public event.

Send the National Grange FF/LEO/Teacher of the Year Award form to the State Community Service Director postmarked no later than **June 1**. The form can be downloaded from orgrange.org/the-oregon-state-grange/committees/community-service/ or contact the State Director to request the form to be mailed or emailed. Please attach photos, newspaper articles and any other supporting paperwork you have.

The first-place winner in each category will be recognized at the Oregon State Grange Convention and sent to the National Grange Convention in November.

Wib and June Justi Youth Community Service Award

Your Grange can nominate a youth or young adult member between the ages of 14 and 35 or a group to receive this recognition. The application form can be downloaded from the Youth page of the State Grange website: www.orgrange.org/youth. The application must be sent to the State Grange Youth Director postmarked no later than **August 15**. See page 32 for further details.

Junior Grange Community Service Contest

Each Junior Grange or 1+ member would enter a short report/booklet not to exceed 3 pages (front and back). These should include an information page about the submitting JG, which would mirror what the subordinate Grange submits for their state Grange report book. The

report would be for just a singular project to make it easier for the JGs to put together the report.

REPORT TO INCLUDE:

1. Short paragraph about the project
2. Newspaper article
3. Pictures
4. Paragraph from the Junior Grange Leader about how this impacted the community and what the Junior Grangers learned.
5. Cover Page for your report can be downloaded from www.nationaljuniorgrange.org/wp-content/uploads/2022/08/Junior-Program-Book-2023.pdf
6. See page 19 for further details.

ADDITIONAL THOUGHTS:

The Endless Sea Filled with Possibilities booklet will provide you with the tools to plan fun activities and events for your Grange and it will show the community that the Grange is a fun place. It is available on the OSG website: organge.org/the-oregon-state-grange/committees/community-service/ The purpose is to engage your members into connecting with your community, **find** out what your community needs are and how you can help. **It will help you plan** a variety of events that brings the community into your Grange Hall, and **also** engage your members into being a resource in your community and showing you care.

Grange members participate in big and small projects, partner with other community organizations, they fundraise for various causes within their community and nationally. Serving our communities whether it is helping our neighbor in need or bake sale to raise money for the local school, you can always count on the Grange being involved.

Our local Grangers recognize outstanding citizens in their communities, like fireman and policeman and sponsor local Boy Scout and Girl Scout troops. This allows for Grange families and other citizens to participate in community service.

If you want to be more involved in your neighborhood or your community then the Grange is the place for you. Connecting Communities through Service is the Grange way.

***New Community Service Project Tracking Form:

The new Community Service Project Report Form will help you track your service project as you do them. There is a fillable version on the Oregon State Grange Website: organge.org/the-oregon-state-grange/committees/community-service/ The main purpose of the new form is to give you a tool to help you

record the information while it is still fresh. Then when the time comes for the report or notebook you will be ready. This does not replace the annual report.

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