

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.

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 when a Grange member works with another group for a common cause in partnership with the Grange and hours when 2 or more Granges work together on a community service project.

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. Refer to “The Endless Sea Filled with Possibilities” book for project ideas.

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 www.orgrange.org/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**.
- All participating Granges will receive a recognition certificate for their Annual Report.