

# What Donations and Hours Can I Put on the Annual Consolidated Squadron Report?



## Donations

For any of the categories, here are some examples of values to include in donations. Please enter the monetary value rounded up in whole dollars:

- Funds donated directly to a charity or program
- Funds spent in raising the funds to donate
- The cost of gifts purchased to, for example, distribute at a veteran's care facility
- Value of in-kind donations. For example, if members brought food items to give to a local food pantry, this would be the value of those items.
- The cost of any promotional materials or advertising for an event.
- The cost of any materials or equipment purchased to conduct an event.
- The cost to sponsor attendees, players, teams, etc.

## Number of Hours

For any of the categories, here are some examples of values to include in Number of Hours:

- Time spent on planning, preparing, conducting, and cleaning up after an event.
- Time spent on educational programs, both in the Squadron and in the community.
- Time spent on Memorial Day, Veterans Day, and other patriotic holidays.
- Volunteer hours spent as a Coach for any sports teams in your community (baseball, basketball, football, soccer, lacrosse, wrestling, softball, etc. as long as you don't receive payment for your services.)
- For Community Service, you can count:
  - Volunteer hours spent as a firefighter, paramedic, rescue personnel, volunteer policeman, etc. as long as you don't receive compensation for your services.
  - Volunteer hours performed for your Post and/or Unit such as repairs to/or for the Post and/or Unit, volunteer hours helping with fundraisers for the Post and/or Unit, assistance with Legion/Legion Auxiliary Programs.
  - Volunteer hours spent raising money for Medical Research such as MD, MS, Epilepsy, AHA, ACS, UCP, Casey Cares, MD Special Olympics, etc.
  - Volunteer hours spent as a hospital volunteer, nursing facility volunteer or any health care facility volunteer.

## Exception

You may **not** claim money or time spent on attending meetings or conventions or supplies to run your squadron, hosting meetings, gifts for distinguished guests or money spent on sending members to or attending classes, as these are considered normal operating expenses.

**Remember to ensure to include your name, appropriate title, and date the forms.**