

## ***Community Service Programs Report Form***

Internal Revenue Code 501(c) 19 veterans' organizations have been permitted broad purposes by Congress. They promote Americanism, sponsor youth activities, provide color guards, conduct patriotic ceremonies and functions, and conduct community activities.

What types of activities would be considered promoting social welfare of the community for purposes of 501(c) 19?

- Sponsoring youth activities whether or not the activity is limited to the members' children.
- Buying equipment and uniforms for a youth athletic team is an appropriate post activity.
- Sponsoring the Boy Scouts, Girl Scouts, or other youth units, and providing scholarships for students.
- Making donations to charities – such as hospitals, the Red Cross, and the local Community Chest. Visiting sick or hospitalized members, veterans and their families.

The Internal Revenue Service requires that a Post must maintain records to show that its activities and funds are used to support the post. Records should include not only the activity, but also how many members conducted and/or participated in the activity. Thus, this report form was contrived.

### **Instructions:**

- Post/Auxiliary Number:** The number of your Post/Auxiliary.
- District Number:** This is the same number of the district to which your post is associated.
- Report for the Month of:** The month in which the report is prepared
- Date:** This is the date that the activity was completed, a date is all that is required (04, 24, etc.)
- Description of Activity:** This is where you explain what the activity was, examples: purchased baseball uniforms for the Delmar Little League, donated money to the Edgemere Baptist Church, walked in the March of Dimes Walk-a-thon, participated in the Owings Mills Fourth of July Parade, etc.
- Members:** This is the number of members it took to do the project or activity.
- Hours:** This is the total hours it took to accomplish the project or activity times the total members involved.

- Miles:** This is the total miles to and from the activity times the total members (if travel was done by more than one vehicle then you would use the number of vehicles multiplied by the miles).
- Project Cost(s):** This is the actual cost of the project or activity
- Benefited:** This is the actual number of individuals that benefited from your Post's donation or project. Avoid using such terms as: the community, all, everyone, the Boy Scouts. This figure should be a numerical figure.

It is very important that the Community Service Programs Report Form be filled out neatly. Remember, that there are others that will be reviewing this form and they need to be able to read it.

The original copy of the Community Service Programs Report Form should be forwarded to your State Chairman and a copy retained by the Adjutant so the information that appears thereon is included in the minutes of the meeting.

**State Chairman:**

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