

# SUGGESTIONS FOR COMMUNITY SERVICE REPORTS

As this Grange year starts coming to the close, I want to share with you the suggestions we have come up with when you put together your Community Service books. I need to preface this with these are just suggestions to make the books flow better and make it easier on the people putting it together. Different State Granges may have different ideas or suggestions. There were some good projects in some of the larger books but they were difficult to identify because of the way the books were organized. More pages (fluff) or larger books are not always better. **Good organization is important.** This is not a history book of everything your Grange did in a year just the Community Service projects this was an issue the judges this year had to sort through. It is important that the name of your Grange is on the front of the book. If you have to special order a bigger book it might be to “fluffy”.

## DO's

- Limit pages to no more than 4 (front and back) for larger projects and 2 (front and back) for smaller projects
- Include 2 or 3 photos that demonstrate members (non-members if applicable) participation and items collected. If it is a cleanup type project before and after photos.
- 1 or 2 Thank You cards/letters for an event.
- Include a short write up about your Grange and Community. (1 page)
- An overall summary sheet listing continuing projects, new projects, larger and smaller projects and list of donations. **Then utilize this format for the organization of the community service book.**
- Book organization:
  1. Use a tab for each project include a short summary of that project
  2. Include any newspaper article or flyer about the event.
  3. When holding a fundraiser dinner/event it is important to include where the monies were donated.

## DON'Ts

- Don't include things like State session program book, officer and member rosters and meeting minutes.
- Don't include members or family obituaries because the family used your hall after the funeral.
- Don't include every thank you note/letter you get from a project. 1 is enough not all 30 from a class you donated dictionaries to.
- Mowing the grass at the Grange Hall this is maintenance not community service.

If you have any questions feel free to contact me at [communityservice@nationalgrange.org](mailto:communityservice@nationalgrange.org) or call me at 609 820 6239.

Pete Pompper  
National Grange Community Service Director