



*American Gold Star Mothers, Inc.*

## **Community Service Reporting Guidelines**

Thank you for all you do for our military and veteran communities and their families, your community, and our organization. Reporting these volunteer hours, miles and donations reflects the effectiveness of our organization in fulfilling our mission. Numbers from each Member, each Chapter and each Department add up to make a big difference, and we are grateful for your dedication and service.

### **Timeline for Community Service Reporting:**

- **February 1:** Deadline for each AGSM Member to complete and submit previous year's Community Service Tally Sheet (Form #CSR1) to her Chapter CSR Rep or Chapter President
- **March 1:** Deadline for Chapter CSR Rep or President to complete and submit the Chapter Year-End Summary (Form #CSR2) to the Department CSR Rep or Department President
- **April 1:** Deadline for Department CSR Rep or President to complete and submit the Department Year-End Summary (Form #CSR3) to the National CSR Chair

Below are a few guidelines and FAQs as you complete your reports:

You may count any activity in which you are involved that helps the Military and Veteran Community and/or their Families; the Gold Star Community; and your local Community. An EXCEPTION is Church activity and giving. These hours and/or dollars are not to be included in AGSM reporting as these are treated differently by IRS reporting guidelines.

You do not need to report VAVS volunteer hours on your AGSM Community Service Report. Volunteers registered with the VA Hospitals are tracked by the VA System and your VAVS volunteer hours are automatically sent to the National VAVS Rep.

Some examples of **Service to the Military and Veteran Community** might include:

- Miles traveled, hours spent, money spent Christmas shopping for military children
- Attending a Wreaths Across America ceremony
- Soliciting sponsors for Wreaths Across America
- Picking up donations for military families and delivering them to a military installation
- Attending the funeral of a Fallen Hero or veteran
- Attending a Veteran's Day ceremony or parade
- Helping organize a dinner recognizing service members and/or veterans
- Donations to your local USO
- Caregiving for a veteran (including providing transportation, shopping, preparing meals, cleaning, etc.)

Some examples of **Service to the Gold Star Community** might include:

- Visiting chapter members who are sick or homebound
- Sending cards or letters to others in the Gold Star Community
- Attending Chapter or Department meetings
- Participating in events with Survivor Outreach Services
- Caregiving for others in the Gold Star Community (including providing transportation, shopping, preparing meals, cleaning, etc.)

Some examples of **Service to the Community** might include:

- Organizing and/or attending a community Labor Day or holiday parade
- Offering to babysit for a neighbor (for free) or sit with a sick person
- Helping in an after-school program or other educational program at a local school
- Providing items for local first responders (such as goody bags, food, toiletries, etc.)
- Assisting with a local Scout Troop
- Caregiving for others in your community (including providing transportation, shopping, preparing meals, cleaning, etc.)

AGSM has several partners for which you may record your activities also. For example, Toys for Tots, Operation Gratitude, Quilts of Valor, Woody Williams Foundation, Fisher House, Working Dogs for Vets, etc. You may also record volunteer hours with organizations such as the American Legion or VFW (and their Auxiliaries) and TAPS, as long as you do not report them to BOTH organizations.

If you have questions about completing any of the Community Service Report forms, please contact the National Community Service Chair, [CommunityService@americangoldstarmothers.org](mailto:CommunityService@americangoldstarmothers.org).