

## COMMUNITY ACTIVITIES RECORD BOOK GUIDELINES

1. Record books should contain community service projects that are completed during the period May 1, through April 30.
2. **BOOK SIZE:** Should be no larger than 12 by 16 inches nor more than three inches thick. Make two or more volumes if thicker than three inches. Number each volume, e.g., Volume I; Volume II, etc.
3. **FASTENER and COVER:** If books have metal posts, steel is preferable to brass or aluminum. If covers have decals, place self-adhesive clear plastic over the decals so they will not be damaged during shipping and handling. Please use superior quality page dividers and index tabbing; the extensive handling that the record books experience must be considered.
4. **CLIPPINGS AND PHOTOGRAPHS:** Show dates and captions. Include supporting information.
5. **ACCOUNTING OF EXPENSES:** In a brief statement show how money was spent for each category (one or two pages at the most for each category).
6. **ARRANGEMENT OF BOOK:** Enter each project by category. (Chronological or month by month listing makes your entry more difficult for the judges to evaluate.)
7. **ENTRY FORM:** Complete and fasten inside front cover of volume one.
8. **MAIL OR SHIP RECORD BOOK ENTRY FOR THE DEPARTMENT CONTEST** to your Department Headquarters or the address they designate.
9. Avoid non-community service related items in your record book entry. Pictures of Post Officers, installation of officers, meeting, etc., will not be credited.

(This material should be assembled in a separate section and kept by the Post until the record book is returned after the competition, then it can be added to the record book for permanent reference).

### PREPARING A RECORD BOOK

Posts and Auxiliaries carry on many projects which are of public service. The best way to tell the story of your Post and Auxiliary's work in the community is through a Community Activity record book that contains evidence of the many projects and programs your Post and Auxiliary perform.

The contents of your record book should be arranged and in such detail that it tells the story of each project, clearly and completely, to those who may read and judge it.

Posts and Auxiliaries should combine their community activity programs into one book or one set of books the Post and its Auxiliary are judged as a unit.

When making up a record book it is advisable to group your projects and programs into one of the seven categories. If a project qualifies for more than one category, select and list it under one category. It will be given credit, regardless of whether it is listed under the proper category.

For example:

Lite-a-Bike could be listed under categories five or seven.

Do not duplicate your efforts by placing them in each of the categories.

Remember, when compiling your community service record book you are telling a story of your work to judges who generally are not familiar with your efforts or community. The easier it is for the judges to read the facts, the easier it is for them to evaluate your work. Some Community Activity record book entries have an additional index for each category which lists the subgroups within the categories. Some entries have an index only in the front of volume one.

Remember, also if you enter your record book in other competitions, the judges will be less likely to know about the VFW Community Activities Program. Just like composing a good letter, let your record book present the story so there will be no misunderstanding.