

INSTRUCTIONS

JUNIOR AMVETS PROJECT EXPLANATION SHEET

The Junior AMVETS Project Explanation Sheet is a form that **MUST** go along with your Service Report form and your Volunteer Names Sheet.

This form explains the Date of your project, the description of projects, the number of your Junior AMVETS volunteers, the hours worked, new and used materials and cash donations to come up with the Totals of that project.

- ❖ When explaining your projects, please be sure to go into a little detail.

Example: (4) volunteers prepared baskets for the children's Easter party, they help with Games, served refreshments and help with the clean up.

(6) Volunteers help with the community children's party, gave out prizes and Helped clean up.

- ❖ Note: When adding up your volunteers, if (4) of the (6) volunteers were the same volunteers you had for the Easter party- (DO NOT) count them Again under your Child Welfare Program.

In your explanation for the Community children's party your explanation Should have been.

Example: (6) volunteers- (4) P/R previous reported help with the community Children's party gave out prizes and helped clean up.

- ❖ Please remember to use the P/R –(Previous Reported) when you have a Volunteer more than (1) one time under the same Service Program.

This way you will not be adding them over and over again.

- ❖ You can also keep this sheet for your own records, to help in sending in for any awards for your Junior AMVETS volunteers on a National level As well as in your own local Junior AMVETS post.