

COMMUNITY SERVICE WORKBOOK REPORT GUIDELINES

The Community Service Work Report and all other Rhode Island State Grange sponsored projects like the Dictionary Project, Fill an Empty Plate Project, etc., will be submitted in one binder. DO NOT submit in individual folders – in other words, one big book. The first page of the Community Service Work Report will be the form on page 4, followed by information on new and on-going projects, and this will be followed by Rhode Island State Grange sponsored projects. All of these projects/categories should be separated by title pages and/or tabs.

IN ORDER, your Grange Community Service Work Report (Binder) should include:

1. **SECTION 1:** RI State Grange Community Service Work Report Form found on page 4.
2. **NEXT SECTION:** Your Grange's new project(s), if applicable. This project, if any, should be reported at the beginning of your service work report. NOTE: Judging of your book will not be affected by your having or not having a new project.
3. **NEXT SECTION:** Your Grange's on-going projects.
4. **NEXT SECTION:** Your Grange's work on Rhode Island State Grange sponsored projects.

Judging Criteria: 1) All required forms accurately completed; 2) Contents separated by title pages and/or tabs; 3) Activity and involvement, AND 4) Neatness.

DESCRIBE YOUR ACTIVITIES IN DETAIL.

- A detailed summary should explain your project(s), whether it is a new or continuing project, plans that were made to accomplish them, how financed (if applicable), problems, if any, that were overcome, cooperation received from members and community members, recognition and any other helpful information.
- Include newspaper articles, letters and evidence of publicity, if available.
- Pictures are helpful, especially "before the project(s) began, during and after completion."