

Suggestions for Grange Community Service Workbook Reports

- It is important that the name of your Grange is on the front of the book.
- 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 submit before and after photos.
- Include 1 or 2 Thank You cards/letters, newspaper article, or flyer about the event.
- When holding a fundraiser dinner/event, it is important to include where the monies were donated.
- Work with your grange Information Director to keep the press informed. It is important that only one person be considered the press contact for each subordinate Grange. It reduces the confusion of who to contact and will increase your Information Director's visibility level among the press.
- Report form: Please use form on Page 4 as the first page of your report. Reports must be submitted to the Rhode Island State Grange Community Service Director by September 1.
- Also remember All community service work or projects that are done by any members of your Grange for other departments can be included in your report.

Good organization is important. Keep information short, precise, and organized on all projects. More pages (fluff) or larger books are not always better. This is not a history book of everything your Grange did in a year – it should represent just the Community Service projects.