

**CHARITABLE ACTIVITIES REPORT – DEPARTMENT**  
AUXILIARY TO SONS OF UNION VETERANS OF THE CIVIL WAR

## **PURPOSE**

The Charitable Activities Report is used to track the charitable activities (monetary, material, and time donations) of your Department, in accordance with the Auxiliary's principle of Charity. The report is then used by the National Committee on Charitable Activities to assist in reporting the overall charitable activities of the National Organization.

## **INSTRUCTIONS**

1. Collect the Charitable Activities Reports of the local Auxiliaries in your Department. The date required by your Department for submission of the local Auxiliaries' reports is up to the individual Department, but should be set early enough to allow you to compile this report for submission to the National Committee on Charitable Activities by June 30<sup>th</sup>.
2. Record your Department's name and the period covered by the report at the top of page 1.
3. Tally the individual charitable categories from the reports of your local Auxiliaries and carry the combined totals over to this report.
4. Tally the total value of the donated time and materials and indicate the results in the "Grand Total" sections.
5. At the bottom of page 1, records the names and/or numbers of the local Auxiliaries from which you received reports.
6. At the bottom of page 1, record any special or unusual charitable projects in which the Department or local Auxiliaries participated.
7. Submit the completed report to the National Committee on Charitable Activities by June 30<sup>th</sup>.

**CHARITABLE ACTIVITIES REPORT – DEPARTMENT**  
 AUXILIARY TO SONS OF UNION VETERANS OF THE CIVIL WAR  
 DEPARTMENT OF \_\_\_\_\_  
 PERIOD COVERED: \_\_\_\_\_

<b>BLOOD DONATIONS</b> (NO MONETARY VALUE ASSIGNED)	<b># OF PINTS</b>

<b>CASH DONATIONS</b>	<b>VALUE</b>
	\$

<b>MILEAGE</b>	<b>NUMBER OF MILES</b>	<b>VALUE (14¢ PER MILE)<sup>1</sup></b>
		\$

<b>VOLUNTEER HOURS</b>	<b># OF HOURS</b>	<b>VALUE (\$7.25 PER HOUR)<sup>2</sup></b>
		\$

<b>MATERIAL DONATIONS</b>	<b># OF UNITS</b>	<b>VALUE PER UNIT</b>	<b>TOTAL VALUE</b>
			\$

Reports were received from the following Auxiliaries:

Special Projects, if any:

\_\_\_\_\_

<sup>1</sup> The standard mileage rate for the cost of operating a car for charitable purposes is 14 cents per mile, as determined by the Internal Revenue Service.

<sup>2</sup> Value for volunteered hours is set at the Federal Minimum Wage (as of July 24, 2009) of \$7.25 per hour.