

COMMUNITY SERVICE

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“Never doubt that a small group of thoughtful, committed children citizens can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead

Community Service Notebook

Your community service notebook is your opportunity to describe in detail, all the hard work you and your fellow Grangers have done over the past year. Although we believe all who participate in community service activities are winners and deserve praise, we unfortunately cannot award everyone a momentary prize. Please take a few moments to review the guidelines before creating your notebook.

Reporting: A Summary Report Form is to be the first page of your notebook. This form can be accepted as your total report, however, we encourage everyone to fill out a notebook describing all their activities in more detail. Reports must be submitted and received by, August 15th, 2017. Reports should be mailed to:

Maine State Grange Community Service Committee

c/o Christine Corliss, Director

162 Center Road, Lebanon, ME 04027

Notebook guidelines and recommendations: Create a story depicting all the community service activities your Grange has participated in this year. Start at the beginning by reviewing how projects were selected. Review the preparation and planning process you utilized for your activities. Include specific details that make the readers understand why you chose to get involved in this activity or with the particular cause. Remember to include acknowledgements and/or any [press coverage you received for participating and being involved. Make your book fun, be creative and allow as many members of your Grange to help with the book as possible. A different person could select an activity to illustrate and submit to your book almost like chapters in your story. Identify and recognize all the Grangers and non-Grangers who make your success's possible. And finally, don't forget to add a few photos to illustrate all your hard work!

When your “chapters” are all completed, put them in a notebook and be sure to include the Report Form and have your Grange name and number on the front cover!

Judging of the Notebooks: Please review the following sections before putting your notebook together.

Community Need

30 points

How has the community been impacted by your project? How many people benefited from your project? How did you hear about this project? Why did you choose this project? Submit proof: Thank you letters, letters of acknowledgement from organizations, etc.

Program Plan

10 points

Explain how the plan was organized and by whom. Explain how project was advertised. (Such as enlisting workers, work Schedule, financing, public meetings, etc.) Submit proof: Flyers, newspaper ads, articles, etc.

Cooperation Achieved

15 points

Describe who was involved (whether it was all Grangers or if you worked in cooperation with other organizations; be sure to discuss in detail the role of the other organizations involved and why you chose to work with this particular group.) Be sure to give an accurate account of everyone involved. Submit proof: photos, letters, etc.

Presentation of Final Report

15 points

Neatness – How well organized is your notebook, is it easy to follow along? Content – did you cover all the areas requested with enough details? Quality of pictures and publicity items submitted. Please be sure to include table of contents at beginning of book and a write up for each project that is listed on the table of contents with photos, newspaper articles, advertisements, etc.

BBCH Activity/MSG Sponsored Comm. Serv. 20 points

Holding a fundraiser internally/externally to benefit BBCH or a MSG Sponsored Comm. Serv. Or volunteering for an event or activity for one of these items. You can include Coups for Troops, House in the Woods, Iris Network, etc.

Activity Summary Report

10 points

Ensuring that your Activity Summary Report form is included in your notebook. The more comprehensive the form is filled out the more points attained. Use below hints as a reference for completing your book.

Overstuffing

-10 points

Filling your notebook with excessive photos of the same event not considered community service. Filling your book with excessive photos for any of the events. (For example: cleaning ones' own Grange, repairs to same Grange is not considered Community Service.

HINT: Front Cover of Book – Picture of Grange Hall complete with Grange # and Name.

Page 1 – Activity Summary Report. Page 2 – Table of Contents. Page 3 – Should be write up and proof of whatever project is listed 1st in the table of Contents. Pages that follow should be repeat of page 3.