

MAINE STATE GRANGE

COMMUNITY SERVICE &
FAMILY, HEALTH & HEARING
PROGRAM BOOK



2023-2024

COMMUNITY SERVICE NOTEBOOK

September 2023 – August 2024

“Never doubt that a small group of thoughtful, committed 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, September 1st, 2023. Reports should be mailed to:

Maine State Grange Community Service Committee

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 successes 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 are 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. Hand crafted books are what we are looking for.

Dear Grangers: Here is a little bit of a helpful hint, this is the score sheet that the judges use for scoring books each year.

Name of Grange & Number: _____ Judge # _____

Total Score: _____

Community Need – pts 30

How has community been impacted by project? Total pts 6 _____

How many people benefited from projects? Total pts 6 _____

How did YOU hear about the projects? Total pts 6 _____

Why did YOU choose these projects? Total pts 6 _____

Are thank you letters or letter of ack. Included? Total pts 6 _____

Program Plan – pts 10

Explain how projects were organized by whom? (meetings, individuals, schedules) Total pts 5 _____

Explain how projects were advertised? (flyers, newspapers, Facebook) Total pts 5 _____

Cooperation Achieved – pts 15

Who was involved in projects? (Grangers, non-Grangers, organizations) Total pts 5 _____

If outsiders were involved, why did you work with them? Total pts 5 _____

Proof – letters, photos, etc. Total pts 5 _____

Presentation of Final Report – pts 15

Neatness- organized, easy to follow and read? (table of contents & Grange pic on cover) Total pts 5 _____

Were all areas necessary covered with enough detail? Total pts 5 _____

Quality of Items in book? (photos, write ups, articles) Total pts 5 _____

BBCH/State sponsored Fundraiser – pts 20

Donation or visit to BBCH or Local Hospital for Granges up north Total pts 10 _____

Donation to House in (Woods, Coups for Troops, Home for Little Wanderers) Total pts 10 _____

Activity Summary Report – 10 pts

If it is in the book and filled out completely Total pts 10 _____

Overstuffing (-10 pts)

Filling book with excessive photos, articles, emails etc.

(Posting items that are not community service such as using money from a fair on electric)

(decorating own Grange Hall, mowing grass at Grange hall, etc.) Total pts -10 _____

Items to look for: Handcrafted books, limit of 2 pages per community activity (3 if necessary), concise explanations of why, how and who they worked with, also, how they set up to do project.

COMMUNITY SERVICE

REPORT FORM

September 1st, 2023 – August 31st, 2024

Grange Name & Number: _____

Pomona Name & Number: _____

Grange Community Service Chairperson: _____

Chairperson's Address: _____

State: _____ Zip Code: _____ Phone #: _____

Master's Name: _____ Signature of Chairperson: _____

Please complete this form in its entirety and include it as the first page of your notebook. Your notebook is due no later than September 1st, 2024. Please mail to:

Director of Community Service

Please Note: No book will be eligible to receive monetary award if it is received after the deadline. Also, if you choose not to send a book you may send this form as your community service report. We encourage all Granges to send in this report no matter how small or large their activities have been throughout the year.

Review the criteria for judging before designing and submitting your report for judging. If you have any questions, please contact a State Community Service Committee member.

POINT SYSTEM

Community Need	30 points
Program Plan	10 points
Cooperation Achieved	15 points
Presentation of Final Report	15 points
BB Children's Hospital	20 points
Activity Summary Report	10 points
Overstuffing	-10 points

AWARDS

First Place	\$250.00
Second Place	\$200.00
Third Place	\$150.00
Fourth Place	\$ 50.00

SUMMARY OF ACTIVITIES

September 1st, 2023 – August 31st, 2024

Summary of Work:

This portion of the report is to list project totals for the year. Please give a brief explanation as to why you chose these specific projects to focus on during the past year. Give combined totals of project numbers (number of Grangers involved, number of community members involved, number of projects completed, and numbers of planned for the future, etc.)

Reminder:

In the notebook section of your report, you will give more detailed information on each individual project. This section is for totals and brief descriptions only.

Number of members in your Grange: _____

Number of Grange members participating in all project(s) combined: _____

Number of community citizens involved in all your projects: _____

*Community Citizens = Non-Grange Member

How was the project(s) selected? _____

How was the community informed of your activity(s)? _____

Did you have any joint projects with other organizations outside of the Grange? If so, explain: _____

Did you have any ongoing projects that carry over from year to year? If so, explain: _____

Are you anticipating any new projects in the coming year? If so, explain: _____

REMEMBER!!!!

This report is due by September 1st, 2024, to be considered for judging. All reports received after that date will be reviewed but will NOT be eligible for an award. Books will be returned at Maine State Grange Annual Session in October and must be signed out at the Community Service Table.

- April 2024 – Grange Month – Have an open meeting! Follow National Grange theme – send a picture and advertisement as proof.
- May 2024 – Community Service Month – Pick a “NEW” community service that your Grange has not done in the past. Set up and complete this project during May, send in a write up & Pictures with this report.
- June 2024 – June 2nd – National Donut Day.
June 11th – National Corn on the Cob Day
June 29th – National Work for Home Day
- July 2023 - July 7th – World Chocolate Day
July 11th – Cow Appreciation Day
July 28th – National Milk Chocolate Day
- August 2023 - FREE MONTH – Pick a unique item you feel falls in the category of Family, Health & Hearing – present to your Grange and send in a write up regarding your item including what it is, how you chose it, and how you presented it.

REMEMBER: Family, Health & Hearing is just that it includes all of those items, it is proven that having fun and laughing keeps people young at heart. Please, remember to always have fun and smile. In these trying times we need that as much as possible!!!!

Family, Health & Hearing Activity Sheet 2023 – 2024

What Family, Health & Hearing Issues has your Grange discussed this year?

Name of Grange: _____ # _____ City/Town of Grange _____

Pomona your Grange belongs to: _____ # _____

September: _____

October: _____

November: _____

December: _____

January: _____

February: _____

March: _____

April: _____

May: _____

June: _____

July: _____

August: _____

Just give a list of what subjects you touched upon and a brief description of what you did. EX: A Game, A guest speaker, Readings, etc. Be sure to use the reference guide. Make sure to send in by September 1, 2024. Use a 2nd sheet for the descriptions or back of this sheet.