

MEOW COMMUNITY SERVICE REPORT

Due Sept 30th to MEOW Vice President

Flip over for directions

MEOW is classified by the Internal Revenue Service as a non-profit, tax exempt organization. In order to maintain this status, we must keep records of our community service and charitable work.

Area Reps: Total your group's information and send report to your State Director **before Sept. 30th.**

Stray Cats: Report your volunteer hours to your State Director **before Sept. 30th.**

State Directors: Check reports for missing info & contact Area Rep if needed. Forward completed reports to the Vice President **by Sept. 30th.**

EIN # (Employer Identification Number) is mandatory to enable MEOW to count the volunteer time, unless it is a nationally recognized organization (such as fire dept., Red Cross, etc.) or a receipt from the organization is attached as a record of the donation.

Retail Value: is the price at which the items would be purchased, not the cost of the supplies to make the items.

Area Group Name:

Date Submitted:

Area Rep (or Stray Cat):

Phone:

Community Service Projects				
	Project #1	Project #2	Project #3	Project #4
Type of Item Donated	<input style="border: 1px solid orange; width: 40px; height: 20px; text-align: center;" type="text" value="5"/>			
Number of Items Donated	<input style="border: 1px solid orange; width: 40px; height: 20px; text-align: center;" type="text" value="6"/>			
Retail Value of Items Donated	<input style="border: 1px solid orange; width: 40px; height: 20px; text-align: center;" type="text" value="7"/>			
# of Hours toward Volunteered Project	<input style="border: 1px solid orange; width: 40px; height: 20px; text-align: center;" type="text" value="8"/>			
Number of Contributing Members	<input style="border: 1px solid orange; width: 40px; height: 20px; text-align: center;" type="text" value="9"/>			
Name of Non-Profit Donation Recipient	<input style="border: 1px solid orange; width: 40px; height: 20px; text-align: center;" type="text" value="10"/>			
EIN# of Donation Receipt	<input style="border: 1px solid orange; width: 40px; height: 20px; text-align: center;" type="text" value="11"/>			
Non-Project Community Service Hours				
	Activity #1	Activity #2	Activity #3	Activity #4
MEOW Related Hours (Demos, Judging, etc)	<input style="border: 1px solid orange; width: 80px; height: 25px; text-align: center;" type="text" value="12"/>			
Non-MEOW Hours (Not Recorded for Another Organization) ~~ Please Specify ~~	<input style="border: 1px solid orange; width: 80px; height: 25px; text-align: center;" type="text" value="13"/>			
Revised 5/17/2011; USE ONLY THIS FORM				

SUGGESTIONS ON HOW TO FILL OUT COMMUNITY SERVICE REPORT

For those of you are unsure as to how to fill out the above form, we have these suggestions:

at each of the bubbles complete the following:

1. Fill in your group name that will be reporting the hours
2. Fill in your Area Rep's Name
3. Fill in the date you are submitting the report.
4. Fill in your phone number.
5. Fill in the type of item (s) (pillowcase, quilt, etc) you have donated.
6. Fill in how many of the items you donated.
7. Fill in a value that you set for the item(s). This is what you feel is a fair cost of the item if you were to purchase it . Don't use what it costs to make.
8. Fill in how many hours it takes to make. Time when you start cutting out the item, how long to sew or complete. That is your total time for each item.
9. Fill in how many of the members of your group worked on the project.
10. Fill in who you delivered the items to: (Organization's Name)
11. Fill in the EIN # of the organization for the form. This requires you asking for the number. UBI in the State of Washington is okay too.
12. If this is a Non-MEOW related item or hours: Any hours that are done for Expo, demos, judging, etc.
13. If this is Hospital volunteer, Domestic Violence Shelter, Relay for Life, church volunteer, or anything that is not claimed by others. Specify what you are doing, hours and if you are making something, how many.

If you are making more than one different item, put them under a new project number and follow the same system.

Possible hours and donation costs for making certain items: (Examples)

Pillowcases	1 Hour per case	\$10.00 per case
Faceless Dolls	1 Hour per Doll with Stuffing	\$5.00 per Doll
Doll Hospital Gowns	45 Mins per Gown	\$5.00 per Gown
Walker Bags	1 Hour per Bag	\$10.00 per Bag
Comfort Cushions	2.5 Hours per Cushion	\$10.75 per Cushion
Prayer Shawls	20 Hours per Shawl	\$20.00 per Shawl
Cosmetic Bags	30 Mins per Bag	\$5.00 per Bag
Chemo Turbans	45 Mins per Turbans	\$7.00 per Turban
Kitted Cowls - Soldiers	8 Hours per Cowls	\$10.00 per Cowls
Cool Ties - Soldiers	45 Mins per Tie	\$4.00 per Tie