



***Data Collection Survey of  
Volunteer, Youth, Charitable and  
Community Service Programs***

**Committee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(A) Program:** \_\_\_\_\_

**(B) Number of Participants .....** \_\_\_\_\_

**(C) Number of Elks.....** \_\_\_\_\_

**(D) Number of Helpers.....** \_\_\_\_\_

**(E) Total Elk Hours.....** \_\_\_\_\_

**(F) Total Helper Hours.....** \_\_\_\_\_

**(G) Elk Miles.....** \_\_\_\_\_

**(H) Helper Miles.....** \_\_\_\_\_

**(I) Non-Cash Contributions.....** \_\_\_\_\_

**(J) Cash Donations.....** \_\_\_\_\_

**Column (A) Describe Program**

**Columns (B) thru (D) Count individuals — not couples, teams or groups.**

**Columns (E) and (F) Indicate total hours — If 6 Elks worked 6 hours ( $6 \times 6 = 36$  total hours)**

**Columns (G) and (H) Mileage traveled in preparation for an event itself.**

*(Number of people times round trip miles.)*

**Column (I) Cash value of contributions including hall donations, food, band, clothing, bingo, parties, gifts, eyeglasses — Do not include hours or mileage.**

**Column (J) Actual cash, checks, money orders or purchase value of savings bonds donated.** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Please complete and returned to Mark W. Cronin, Secretary**  
**mwcronin@charter.net**

## **GENERAL INSTRUCTION:**

Columns (E) and (F): If accurate hours are not available, estimate as precisely as possible. Remember, if the committee consists of six Elks who worked as a group for an elapsed time of 3 hours, the total ELK HRS. should be "18" (6 times 3).

Columns (G) and (H): Actual or estimated mileage traveled in the preparation for or during the event itself. As in the hours above, if four people traveled a distance, the figures entered should be the product of number of people times distance traveled BOTH WAYS – ROUND TRIP!

Column (I): Cash value or equivalent of actual items (do not include hours or miles; include telephone charges or postage) used or given in a program.

Column (J): Cash, check or money order given or donated.

## **EXAMPLE:**

Lodge held a bicycle safety and identification event in its parking lot on June 15, 2007 for 217 children with 6 Elks and 4 non-Elk Helpers who spend 7- $\frac{1}{4}$  hours in planning and conducting the activity, making refreshments (value \$130.55 if purchased ready-to-eat), giving out a \$10 prize for the safest bicycle, with an Elk and a Helper driving 27- $\frac{1}{2}$  miles round-trip to obtain free bicycle safety booklets from the nearby Government office.

Enter information as follows:

Committee: **Youth Activities**

Date **June 15, 2007**

- A. PROGRAM: **Bicycle Safety Program**
- B. HEAD COUNT OF PARTICIPANTS: **217**
- C. # ELKS: **6**
- D. # HELPERS: **4**
- E. ELKS HOURS: **44**
- F. HELPERS HOURS: **29**
- G. ELKS MILES: **28**
- H. HELPERS MILES: **28**
- I. NON-CASH (EST. VALUE): **131**
- J. CASH: **10**