



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 (6x6 = 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 7-¼ 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 27-½ 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*