

**Liberty Bell Chapter #6**  
**Participation Reporting Procedures & Categories**

**Procedures:**

All volunteer participation activities/hours within the categories listed below will be posted in the Volunteer Now Database as "**Bulk Hours**" for reporting purposes by the Region. Each Council (as applicable) can provide details on the volunteer(s) for their specific Council's file/record. These details can be sent to the Pioneer Office for the master file and future reference for "Award" presentations. Only the bulk hours will be used in the database [use new form].

**Categories:**

■ **Domestic Violence**

If the project is directed towards individuals affected by Domestic Violence, the prevention of Domestic Violence, providing comfort items to these individuals or shelters. Also, any volunteer activities at a Domestic Violence Shelter.

**Examples:** Support activities/volunteer work at Laurel House, Delaware County DV Center, A Woman Place, etc.

■ **Education**

If the project is directed towards individuals in preschool, primary school, a post-secondary institution, adult education, alternative education, e-learning and/or home schooled environment.

**Examples:** Student Dictionary and Thinkfinity events, school and library aides, E-MAPS Project, reading programs, PC programming and internet training, providing school supplies and/or PCs and etc.

■ **Environmental**

If the project focused on environment/energy/resource conservation, waste reduction, reuse/recycling of materials, improvement, restoration, beautification of the environment through clean ups, planting, graffiti removal, construction of hiking/handicapped accessible trails/bridges, and etc. Education and outreach efforts regarding environmental topics should be included here too.

**Examples:** Recycling (cans/newspapers/magazines), Delaware Shore Cleanup, Ft. Mifflin, Heinz, highway cleanups, Valley Forge National Park work day, any other cleanup or planting projects.

■ **Fundraising**

If the project focuses on fundraising for any single project, multiple projects or fundraising for another 501(c)3 non-profit agency.

**Examples:** Luncheon door prizes (50/50 chances), Roman chances, 'hoagie day', special events where volunteers collect monetary donations, sell chances or specific items for the Chapter or the respective Council's internal fundraiser(s).

■ **Health and Human Services**

If the project is directed at education/addressing/protecting/improving the physical and/or mental health, safety and well-being of humans and/or animals.

**Examples:** Food Banks, Soup Kitchens, serving and/or preparing meals, Meals on Wheels Program, Ramp Project, Drueding Center/Project Rainbow, Hug-a-Bears, Heart Pillows, SPCA, knitted caps and crocheted items, medical equipment distribution, and etc.

■ **Life Enrichment**

If the project is directed at educating/improving social and/or life conditions (mainly aimed at disadvantaged people such as the poor, homeless, disabled or those that have special needs, unrelated to their physical/mental health, safety and well-being.

**Examples:** Talking Books, Ronald McDonald House (all activities), American Cancer Society, American Red Cross, Salvation Army, assisting elderly/disabled/caregiving/babysitting/seniors, visiting hospitals, bingo at nursing homes and etc., collecting clothing, stamps and coupons (other than for the veterans, eye glasses and cases, old cell phones, helping at the Zoo, Special Needs Party, Sewing Ladies projects, church activities, election involvement (volunteer only) and all other Community Service/Involvement Projects.

■ **Military**

If the project serves active, reserve and/or retired members of the armed forces, and/or members of their families.

**Examples:**

Visiting VAMC Centers, collecting clothing and coupons, proving food items, serving meals, bingo, calling cards, and etc.

■ **Pioneer General Activities**

**Includes newsletters/communications for multiple projects, planning for multiple projects, other Pioneer General Activities and administration duties associated with chapter/council/club meetings, voucher preparation, luncheons, etc.**

**Examples: Fellowship Breakfast, attending meetings (Chapter/Council), all planning and preparation for meetings and events, Pioneer Office Admin. and PALS Admin., and other administrative support activities.**

1/26/2014

### Liberty Bell Chapter #6 - Participation Reporting

Council: \_\_\_\_\_

Month: \_\_\_\_\_

Reportable Categories	Total Hours	Volunteers and Hours								Total Units	Adults Impacted	Children Impacted
		Life Members #	Life Members Hours	Regular Members #	Regular Members Hours	Partners #	Partners Hours	Other #	Other Hours			
Domestic Violence												
Education												
Environment												
Fundraising												
Health and Human Services												
Life Enrichment												
Military												
Pioneer General Activities												

Notes: