KANSAS STATE GRANGE
COMMUNITY SERVICE
2020-2021
***** DEADLINES & CONTACT INFO *****

COMMUNITY SERVICE REPORT

- **THREE options for submitting end-of-year COMMUNITY SERVICE report:**
  - COMMUNITY SERVICE REPORT FORM
    or
  - REPORT FORM & SERVICE PROJECT SHEETS/FUNDRAISER SHEETS
    or
  - NOTEBOOK, INCLUDING REPORT FORM & SERVICE PROJECT SHEETS/ FUNDRAISER SHEETS, PHOTOGRAPHS, PUBLICITY & DONATION SHEET

… Any of the above must be postmarked to State Director no later than **August 15, 2021**

AWARD NOMINATION FORMS

- **Community Support Award NOMINATION FORM (State)**
- **"You Make A Difference" Volunteer Award NOMINATION FORM (State)**
- **Thank You For Your Military Service Award NOMINATION FORM (State)**
- **Firefighter / Law Enforcement Officer / Teacher of the Year Award NOMINATION FORM (National)**
  - See Awards Information Sheet for details on these awards

… Any of the above must be postmarked to State Director no later than **August 15, 2021**

STATE COMMUNITY SERVICE PROJECT

- **State Community Service Project – C.A.R.D.S.**
  Kits to make greeting cards for our Servicemen/Servicewomen abroad and the Robert Dole VA Hospital will be provided to Granges upon request throughout the year. A kit contains no more than 20 cards. Simply notify State Director of
  -- when your Grange is available to make cards
  -- how many kits your Grange can make
  Your continued support of this project is appreciated!

Randee Farmer, Director-KS State Grange Community Service
1210 State Street, Augusta, KS. 67010
316-644-1871 *farmermd13@cox.net*

********** COMMUNITY SERVICE BOOK **********

Please use the following format order.
(Judges will use this to aid in formulating rankings.)

Include a short write up about your Grange and Community

Community Service Report Form

(Insert a Tab – "Service Projects")

Service Projects Sheet (list)

-- list **largest or most important project** first

Service Project Sheet

-- 1 sheet for each project, with photographs and backup behind each Project Sheet
-- if you have the same project several times throughout the year, put all the backup behind 1 sheet

*** Helpful to separate each project with a smaller tab or colored sheet ***

(Insert a Tab – "Fundraisers")

Fundraisers (list)

-- list **largest or most important moneymaker** first

Fundraiser Sheet

-- 1 sheet for each moneymaker, with photographs and backup behind each Moneymaker Sheet)

(Insert a Tab – "Monetary Donations")

Monetary Donations (list)

-- include info on donations and thank yous behind this sheet

(Insert a Tab – "Award Nominations")

Include Award Nominations here

(Insert a Tab – "Individual Projects/Activities")

-- this is optional, projects are of individual members not done as a Grange

Suggestions for Grange Community Service Books

Comments:

There were some good projects in some of the larger books but they were difficult to identify because of the way the books were organized. More pages (fluff) or larger books are not always better. **Good organization is important.** This is not a history book of everything your Grange did in a year just the Community Service projects this was an issue the judges this year had to sort through. It is important that the name of your Grange is on the front of the book. A dinner/event held to maintain the building or pay bills is not a community service project. If you have to special order a bigger book it might be to "fluffy".

DO's

- Limit pages to no more than 4 (front and back) for larger projects and 2 (front and back) for smaller projects
- Include 2 or 3 photos that demonstrate members (non-members if applicable) participation and items collected. If it is a cleanup type project before and after photos.
- 1 or 2 Thank You cards/letters for an event.
- Include a short write up about your Grange and Community. (1 page)
- An overall summary sheet listing continuing projects, new projects, larger and smaller projects and list of donations. **Then utilize this format for the organization of the community service book.**
- Book organization:
    1. Use a tab for each project include a short summary of that project
    2. Include any newspaper article or flyer about the event.
    3. When holding a fundraiser dinner/event it is important to include where the monies were donated.

DON'Ts

- Don't include things like State session program book, officer and member rosters and meeting minutes.
- Don't include members or family obituaries because the family used your hall after the funeral.
- Don't include every thank you note/letter you get from a project. 1 is enough not all 30 from a class you donated dictionaries to.
- Mowing the grass at the Grange Hall this is maintenance not community service

KANSAS STATE GRANGE
COMMUNITY SERVICE REPORT FORM
2020-2021

Grange Name & Number:

City, County, State:

Chairperson(s) Name:

Address/Email/Phone:

Signature:

Rules/Guidelines:

1. The Community Service Report Form/Book must be postmarked no later than **August 15, 2021** to **Randee Farmer, Kansas State Community Service Director, 1210 State Street, Augusta, KS 67010**. If you have questions, please call 316-644-1871 or email to farmermd13@cox.net.
2. This one-page Report Form is all that is required for submittal; however, to enhance your report, please attach Community Service Project Sheets for each project carried out through the year (August 16, 2020 thru August 15, 2021). While books are encouraged and serve as a memorable record, it is important to know they are not required for submittal. If making a book, please include this Report Form in the front, then include Community Service Project Sheets along with pictures, newspaper clippings, correspondence and any other back-up.
3. ******FOR CONSISTENCY IN JUDGING, IT IS IMPORTANT THAT YOUR REPORTS INCLUDE THOSE ACTIVITIES DONE *IN THE NAME OF YOUR GRANGE*. PLEASE KEEP INDIVIDUAL PROJECTS AND ACTIVITIES IN A SEPARATE SECTION AT THE BACK OF YOUR REPORT. This added section will be not be considered in the judging.******

Number of Members enrolled in your Grange:

Total Number of New Projects:
Total Number of Continuing Projects:
Total Number of Fundraisers:
TOTAL NUMBER OF PROJECTS/FUNDRAISERS:

Number of Grangers that participated in projects/fundraisers:
(count individuals only once; i.e. Mary helped w/multiple fundraisers and projects, only count Mary once)

Number of Non-Members participation in projects/fundraisers:
(count individuals only once; i.e. Mary helped w/multiple fundraisers and projects only count Mary once)

Non-Member Hours: Grange Member Hours:
(calculation: number of hours to do project "times" number of participants)

TOTAL HOURS FOR YEAR:

Kansas State Grange
Community Service

SERVICE PROJECTS
(LIST BELOW)

#	Name of Service Project

KANSAS STATE GRANGE
COMMUNITY SERVICE

SERVICE PROJECT SHEET

Name of SERVICE PROJECT:

Leader/Person in Charge:

Date of Project:	Continuing ☐ New ☐

Grange Member Hours:	Non-Member Hours:

General Description of Project:

Benefits that Community Received:

Grangers involved (can list individual names or give total number):

N**on-members involved** (can list individual names or give total number):

Kansas State Grange
Community Service

FUNDRAISERS
(list below)

#	Name of Fundraiser

KANSAS STATE GRANGE
COMMUNITY SERVICE

FUNDRAISER SHEET

Name of FUNDRAISER:

Leader/Person in Charge:

Date of Project:	Continuing ☐ New ☐

Grange Member Hours:	Non-Member Hours:

General Description of Fundraiser:

Proceeds from Fundraiser were used for:

Grangers involved (can list individual names or give total number):

Non-members involved (**can** list individual names or give total number):

Kansas State Grange
Community Service

Monetary DONATIONS

Name of Donation	Amount
TOTAL AMOUNT	

KANSAS STATE GRANGE
Community service
AWARDS INFORMATION
2020-2021

COMMUNITY SUPPORT AWARD (State Award)

OBJECTIVE: To award an individual or group who supports their community. Can be either a member or non-member of the Grange. This includes, but is not limited to: EMS, librarians, teachers, churches. These are generally persons who are employed or work within an organization whose prime purpose is to support the community, but often times go above and beyond what is required of them.

Winner will be named at the State Grange Convention Annual Celebration Banquet.

"YOU MAKE A DIFFERENCE!" VOLUNTEER AWARD (State Award)

OBJECTIVE: To award an individual or group who volunteers for the betterment of the community. Can be either a member or non-member of the Grange. There is no monetary compensation for their volunteering, just the satisfaction of doing something for the community.

Winner will be named at the State Grange Convention Annual Celebration Banquet.

THANK YOU For Your MILITARY SERVICE AWARD (STATE AWARD)

OBJECTIVE: To recognize and honor military personnel along with their families, both active and veteran, for service and sacrifice.

Winner will be named at the State Grange Convention Annual Celebration Banquet.

NATIONAL GRANGE FIREFIGHTER / LAW ENFORCEMENT OFFICER / TEACHER of the YEAR AWARD (National Award)

OBJECTIVE: To recognize a local firefighter, law enforcement officer, and/or teacher on both the state and national Grange levels.

Winners will be named at State Grange Annual Celebration Banquet and will be forwarded on to National for competition on that level.

OCT. 2020

KANSAS STATE GRANGE
COMMUNITY SUPPORT AWARD
NOMINATION FORM
2020-2021

Name of Person/Group:

Address of Nominee:

City/County/Zip:

Phone Number of Nominee:

Nominating Grange/Contact Name:

Phone Number/Email Address:

Background (include responsibilities, and other functions participating in):

Brief explanation why your Grange is honoring this person/group:

Nomination Form must be postmarked on or before August 15, 2021 to **Randee Farmer, Kansas State Grange Community Service Director, 1210 State Street, Augusta, KS 67010. If you have questions, please call 316-644-1871 or email to farmermd13@cox.net.**

Kansas State Grange
"You Make A Difference!" Volunteer Award
Nomination Form
2020-2021

Name of Person/Group:

Address of Nominee:

City/County/Zip:

Phone Number of Nominee:

Nominating Grange/Contact Name:

Phone Number/Email Address:

Background (include volunteer activities):

Brief explanation why your Grange is honoring this person/group:

Nomination Form must be postmarked on or before August 15, 2021 to **Randee Farmer, Kansas State Grange Community Service Director, 1210 State Street, Augusta, KS 67010. If you have questions, please call 316-644-1871 or email to farmermd13@cox.net.**

KANSAS STATE GRANGE
THANK YOU FOR YOUR MILITARY SERVICE AWARD
NOMINATION FORM
2020-2021

Name of Nominee:
Address of Nominee:
City/County/Zip:
Phone Number of Nominee:
Nominating Grange/Contact Name:
Phone Number/Email Address:
Background/brief history of military service:

Nomination Form must be postmarked on or before August 15, 2021 to **Randee Farmer, Kansas State Grange Community Service Director, 1210 State Street, Augusta, KS 67010. If you have questions, please call 316-644-1871 or email to farmermd13@cox.net.**

National Grange

FF/LEO/Teacher of the Year Award

Please check which category you are submitting this person for:

_____Police Officer _____Firefighter _____Teacher

Nominee's name _____

Nominee's Department/School:

_____

Address_____

Town/City_____ State_____ Zip Code _____

Please tell us why this person should be selected:

Topics (if applicable) that should be included but not limited to: years of service, current rank, previous ranks or offices held, training, special recognitions or awards, committees chaired or member of, involvement in the community not related to their profession.) **feel free to use additional pages if necessary**

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Name of Grange submitting nominee_____

City/Town/State _____

Chairpersons' name_____ email _____

Address_____Telephone_____

KANSAS STATE GRANGE
STATE COMMUNITY SERVICE PROJECT (2020-2021)
C.A.R.D.S.
(Caring About ouR Deployed Servicepersons)

OBJECTIVE: To create handmade greeting cards for deployed military personnel to use for writing home to relatives and friends. The front of the card is decorated; the inside of card is blank, allowing space for writing. (Glitter cannot be used for safety reasons; colored paper must be light enough in color to allow writing to show.)

BACKGROUND: C.A.R.D.S. was launched 9/11/10 at the Augusta United Methodist Church, Augusta, KS, by an inspired lady with passion for helping the military. She got her idea from a group called Operation/WriteHome. Her inspiration has led to the sending of hundreds of cards a month to servicepersons all over the world. She had owned a scrapbooking store at one time, so has unselfishly given of her surplus supplies, tools, and ideas. C.A.R.D.S. gets additional donations of supplies (cardstock, paper, envelopes, decorations, glue, etc) and postage monies from those interested in the project. The group meets once a month for a C.A.RD.S. Party to assemble kits (all the pieces necessary to make a card are put in baggies, ready to be assembled by others interested in helping) and/or make cards.

THIS IS WHERE THE GRANGE CAN HELP: C.A.R.D.S. would like your Grange to help make cards. Intent is to send your Grange kits (including everything you need to make the cards, simply follow the sample provided.) Only cost to your Grange is the return postage to send completed cards back.

HOW TO PARTICIPATE:

Kits to make greeting cards for our Servicemen/Servicewomen abroad and the Robert Dole VA Hospital will be provided to Granges upon request throughout the year. A kit contains no more than 20 cards. Simply notify State Director of

-- when your Grange is available to make cards
-- how many kits your Grange can make

Your continued support of this project is appreciated!

BENEFITS of participating in C.A.R.D.S.:

- It's fun!
- Helps support our military service men and women that are far away from home.
- Grange Membership Tool – invite friends to C.A.R.D.S. parties!

CONTACT INFORMATION:

Randee Farmer
Director, KS State Grange Community Service
1210 State Street
Augusta, KS 67010
316-644-1871
farmermd13@cox.net

KANSAS STATE GRANGE
COMMUNITY SERVICE IDEAS
(2020-2021)

IDEAS:

- **Mail a card** to those shut-in, particularly at this time of COVID.

- www.operationgratitude.com/express-your-thanks-group/ Every Operation Gratitude Care Package includes a bundle of letters from the American people, thanking Troops, Veterans, New Recruits, Wounded Heroes and their Caregivers, or First Responders for their service to our country. Care Package recipients tell us letters, notes, and drawings are the most cherished items in their box. Many additional ways to help can be found on this website including collecting Beanie Babies for children in countries our servicepersons are serving.

- **Recognition.** Have a special Grange night and invite military and veteran families, volunteers and support persons in your community. Have a dinner, make it a fun evening for all ages. Let them know they are appreciated and supported.

- **Send a book.** A good read goes a long way with service members deployed overseas. Visit Operation Paperback website for details on how to give financial or book donations directly to troops.

- **Warm Feet for Warriors**. It may surprise you to know that one of the most requested items from our troops serving overseas is SOCKS! Purchase new pairs of socks and mail them to Soldiers' Angels, 2700 NE Loop 410, Suite 310, San Antonio, TX. 78217.

- **Words for Thirds Dictionary Project** developed by The Dictionary Project. (see National Grange website for details)

- **Visit the Elderly and Shut-ins.** Deliver favors, treats. Play games or present a program.

- **Take up Collections**……of food for food pantry, clothing for homeless shelter, toys and diapers for children's home, school supplies for kids and teachers.

INDIVIDUAL

PROJECTS/ACTIVITIES

Please include community service type activities
done by individual members (not as a group)
behind this divider sheet at the end of your report.

This portion will not be included
in the judging of the report,
but is very much appreciated.