

VETERANS SERVICES LODGE CHAIRPERSONS QUARTER REPORT

FROM: Lodge Chairperson

Lodge Name and Number

SUBJECT: Quarterly Veterans Services Report

Quarter

A	B	C	D	E	F	G	H	I	J	K	Report to Sec
Date	Event Name	# Participants	# Elks	# Non-Elks	Total Elk Hours	Total Non-Elk Hours	Elk Miles	Non-Elk Miles	Non Cash Contributions	Contributions	
Lodge Totals											

Please describe your two best veterans events at your lodge. If needed add brief description on additional paper.

Lodges has adopted a Veteran

Have you met with your District Chairman

- Columns C-E Count of the numbers of individuals, not couples, teams or groups.
- Columns F-G Indicate Total hours. (If six Elks worked six hours each, 6X6=36 hours worked)
- Columns H-I All mileage traveled for preparation of and actual event. (Number of participants times round trip mileage.)
- Column J Cash value of each, Hall, food, band, clothing, decorations, etc. (Does not include hours or mileage.)
- Column K Actual cash, checks, money orders or value of saving bonds received.

Reports are due quarterly by the 5th of each quarter: July, October, January and April