

# KANSAS STATE GRANGE COMMUNITY SERVICE 2023

## \*\*\*\*\* 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, 2023.**

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### 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, 2023.**

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### 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 approx. 10 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!

\*\*\*\*\* **COMMUNITY SERVICE NOTEBOOK** \*\*\*\*\*

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 FROM THE NATIONAL GRANGE DEPARTMENT**

### 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 2023

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, 2023** 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](mailto: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, 2022 thru August 15, 2023). 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)**

<b>#</b>	<b>NAME OF SERVICE PROJECT</b>

**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):

**Non-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
<b>TOTAL AMOUNT</b>	

# KANSAS STATE GRANGE COMMUNITY SERVICE AWARDS INFORMATION 2023

## **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.

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## **“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.

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## **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.

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## **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.

**KANSAS STATE GRANGE  
COMMUNITY SUPPORT AWARD  
NOMINATION FORM  
2023**

**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, 2023 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](mailto:farmermd13@cox.net).**

**KANSAS STATE GRANGE  
“YOU MAKE A DIFFERENCE!” VOLUNTEER AWARD  
NOMINATION FORM  
2023**

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, 2023 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](mailto:farmermd13@cox.net).**

**KANSAS STATE GRANGE  
THANK YOU FOR YOUR MILITARY SERVICE AWARD  
NOMINATION FORM  
2023**

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, 2023 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](mailto:farmermd13@cox.net).**



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Name of Grange submitting nominee \_\_\_\_\_

City/Town/State \_\_\_\_\_

Chairpersons' name \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**KANSAS STATE GRANGE**  
**STATE COMMUNITY SERVICE PROJECT**  
**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 a 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.R.D.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 approx. 10 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](mailto:farmermd13@cox.net)



## KANSAS STATE GRANGE COMMUNITY SERVICE IDEAS (2023)

### IDEAS:

- **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.
- **Dogs and Kittens.** Contact your local Humane Society. Donate blankets, toys. Make donations to organizations such as K9s for Warriors at [k9sforwarriors.org](#).
- **Words for Thirds Dictionary Project** developed by The Dictionary Project. (see National Grange or The Dictionary Project websites for details)
- **Remember the Elderly and Shut-ins.** Deliver favors, treats. Play games or present a program. Mail a card or gift. Make a call.
- **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, craft/office supplies for community Senior Centers.
- **Support other Community Groups with their Projects.**.....**FOR EXAMPLE:** Lions International is a champion in helping combat vision impairment and blindness. They also provide medical care and education to help prevent hearing loss. Donations of eyeglasses and hearing aids help them help those in need. Walmart Vision Centers partners with the Lions Club to collect eyewear. Look for the blue and white Lions Club donation box, or ask your local Walmart if it accepts donations.

# 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.