New York State Grange

Community Service Programs

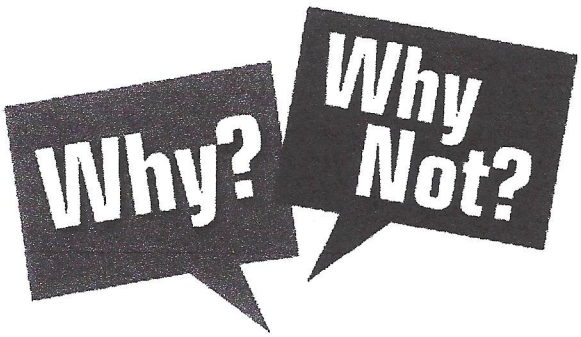
2027-2028



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Participating in various Community Service projects has many benefits to the participants. Research has shown that people who perform community service projects receive many physical, social, and emotional benefits. These benefits commonly help a person to live a much happier and healthier life.

Anyone that actively participates in community service projects receive multiple benefits to help improve or maintain their physical health. One aspect of physical health is having fewer illnesses, diseases, and injuries. Volunteering is beneficial to persons of all age, but especially to older adults. The more an older adult volunteer and helps other people and organizations, the less likely they are to have chronic pain or heart disease.

Emotional health is feeling positive about oneself. Volunteering on a regular basis, be it weekly, bi-weekly, or even monthly, improves one's happiness by up to 16%. The happier one is, the more positive they feel about themselves. Also, volunteering is a great way to explore a person's interests. While participating in various volunteer opportunities, a people can have a relaxing escape from their day-to-day life, which can help to reduce stress. It can also give a person renewed creativity and motivation which could carry over into one's personal and professional life.

Social health is feeling positive about interactions with other people and the world in general. Sometimes shy people have a hard time interacting with others. By participating in a community service project close to one's heart, this allows a person to practice and/or continue to develop their social skills. This happens when people that come together for a common purpose spend time together. Once a person starts to spend more time with different people, the easier it will be for them to branch out even more and perhaps overcome their shyness.

Community Service projects make your Grange a prominent part of your community, while also being beneficial to the participants. The participants are able to improve the community around them as well as themselves physically, emotionally and socially.

***New Community Service Project Planning Guide Form:** The new Community Service Project Report Form will help you track your service project as you do them. There is a fillable version on the NYS Grange Website. The main purpose of the new form is to give you a tool to help you record the information while it is still fresh. Then when the time comes for the report or notebook you will be ready. This does not replace the annual report.

*** *Information and materials in this handbook were borrowed from the National Grange Community Service Department and the Oregon State Grange Community Service Department.*

Annual Community Service Report

The Annual Report is a record of the community service projects your Grange sponsored during the year. It also records the time your Grange members volunteer in your community. You may have one large project or several small ones, but your involvement in the community is important. Involve your members in planning your Grange projects. Generate one new project for the year. A well thought out plan means "success" for your Grange.

Projects should involve members and non-members working together. Partner with other groups to generate new ideas to give back to your community. The media is often more receptive to stories about projects involving several groups working together.

New York is one of the few states that does not require non-profits to report volunteer hours to maintain their non-profit status, but with rules becoming tighter for non-profits, this could soon be a requirement. There have been instances where a Grange has been able to protect its non-profit status because they had information on their volunteer hours.

"Everything counts' as volunteer hours on your annual report whether you volunteer for your Grange or within your community.

Involve your members in planning your Grange projects. Generate one new project for the year. A well thought out plan means "success" for your Grange.

Subordinate/Community and Pomona Granges are encouraged to do projects and report annually.

Annual Report:

- The period for the Community Service Report is **September 1 – August 31.**
- Select a project or projects.
- Have a goal of one new project for the year.
- Keep an accurate record of hours spent by members and non-member on your project(s). Total the number of Grange members and non-members who participated and the number of hours worked for each group. You may want to print the Community Service Volunteer Log (downloadable from the Community Service page of the State Grange website), make copies, and distribute them to your members to record their volunteer hours once a month.
- Take photographs of your events and activities.
- Get publicity for your project (social media, newspapers, Grange Bulletin, etc.).
- Complete the Annual Community Service Report Form, which can be downloaded from NYS Grange Website.
- If you are entering a yearbook, be sure to make a copy of your report and include it in your yearbook.

- Mail the report form to the State Community Service Director postmarked no later than **September 15.**

Junior Grange Community Service Contest

Each Junior Grange or 1+ member would enter a short report/booklet not to exceed 3 pages (front and back). These should include an information page about the submitting JG, which would mirror what the subordinate Grange submits for their state Grange report book.

The top 4 reports will receive a $25.00 honorarium and recognition at the State Grange Session. Reports must be post marked by September 15th and mailed to the State Community Service Director.

Community Service Yearbook
NO LONGER A NATIONAL CONTEST

The Annual Community Service Report lists your projects with the number of members and non-members participating and the number of hours donated by each. A Community Service Yearbook shows graphically through photographs, newspaper articles, and other documents each project and its impact. The yearbook is not a history of everything your Grange did during the year. It can be a great tool for recruiting new members because it shows what you did in your community!

Community Service Yearbooks must be mailed to the Community Service Director **POSTMARKED BY SEPTEMBER 15.** Judging will occur prior to NYS Grange Annual Session by a committee of grangers and non-grangers determined by the Director.

Yearbook Organization:

- Put the name of your Grange on the cover.
- Include a copy of your Annual Community Service Report in its own page protector.
- Include a one-page description of your Grange and community.
- Include a Table of Contents with a summary of each project.
- Use a tab to mark each section to match the Table of Contents.
- Limit large projects to four pages and smaller projects to two pages.
- Only include one or two thank you notes from your project.
- If you held a fundraiser **as a project**, include where the money was donated.
- Place all pages in page protectors.

Don't Include:

- An officer or member roster or meeting minutes.
- Obituaries when a family used your hall after the funeral.
- Mowing the grass at your Grange hall; that's maintenance, not community service.
- Fundraisers that where not directly earmarked for a cause. (if funds were used for general service projects and other grange expenses you may list in your report but do not include in your yearbook)

Awards:

- 1st place: $150, 2nd place: $125, 3rd place: $100.
- All entries will receive a recognition certificate.
- New York's judging guidelines and rubric will be available on the NYS Grange Website.

New York State Grange Community Service Yearbook Rubric

	Point Value	Poor	Point Value	Satisfactory	Point Value	Exceptional	Point Value	Points Awarded
Yearbook Organization and Content								
Title Page	5	Not Complete. Very little artistic or graphic detail.	0-1	Information present. Very little artistic or graphic	2-3	All information present. Graphically pleasing.	4-5	
Table of Contents	5	Not Complete. Very little artistic or graphic detail.	0-1	Information present. Very little artistic or graphic	2-3	All information present. Graphically pleasing.	4-5	
Planning Guide	10	Less then 50% of projects present in yearbook have completed Planning Guide.	0-3	50% - 100% of projects present in yearbook have completed Planning Guide.	4-7	100% of projects present in yearbook have completed Planning Guide.	8-10	
Projects	20	Makes very little or no mention of community based activities.	0-7	Few pages describing community based activities. Allows only general understanding of conducted community activities.	8-15	Multi pages describing community activities. Variety of activities shown. Pages allow you to clearly see the who, what, when, why and how of each event.	16-20	
Impacts & Outcomes	10	No mention or very little documentation or evidence of impact/outcome.	0-3	The impact of some of the activities are shared or lack of documentation or evidence leaving the audience to assume the impact or outcome.	4-7	The impact of each activity is measurable and depicted in yearbook through pictures and/or documentation/evidence (i.e. Thank You Cards or letters).	8-10	
Sub-Total	**50**							0

	Point Value	Poor	Point Value	Satisfactory	Point Value	Exceptional	Point Value	Points Awarded
Pictures & Clippings								
Captions Present	5	No captions or very few captions present.	0-1	Captions are difficult to read, or contain spelling	2-3	All captions present and expertly written.	4-5	
Dates Present	5	No dates or very few on photos and articles.	0-1	Most dates present on photos and articles.	2-3	All dates are present on photos and articles.	4-5	
Pleasing Layouts	5	Disjointed captions and images. Little artistic detail. Cluttered or empty.	0-1	Images and captions show solid relation. Some artistic detail.	2-3	Marvelous pages telling the year long story. All images and captions relate and are interesting, and creative. Much artistic detail page after page.	4-5	
Picture Quality	10	Poor photo quality. Photos are blurry or dark. Photos do not show people in action. No image variety (same photo from different	0-3	Moderate photo quality. Most photos show people doing and presented creatively. Some image variety.	4-7	Excellent photo quality. Crisp clear images. Variety in images and sizes. show people doing and presented creatively	8-10	
Sub-Total	**25**							0
Overall Creativity and Effect	18-25	Basic yearbook with few points of interest. Non-aesthetically pleasing.	0-9	Nicely crafted yearbook that is fun to look at. Appearance of hard work and attention to detail.	10-17	Beautifully crafted, full of creative highlights. Clearly shows Granger's enthusiasm and dedication to the organization and community.	18-25	
						Total Possible Points	**100**	**0**

Judges Comments;

New York State Grange Ideas Unlimited

This award idea stems from the idea of leveling the playing field for all Granges to be successful in receiving recognition on a state level for the community involvement. This is also a way to compile a list of "best practices" for Granges to implement community involvement across New York State. The idea is for a grange to select one community service activity that is new and showcase the steps in planning, implementing and evaluating such an activity. The granges applying will complete the application and show proof in various ways as to the goals, planning, evaluation and impact of ONE activity.

Guidelines:
Granges will submit a completed "Project Planning Guide", Photo Evidence of Event and a Timeline of Planning. There should also be a one-page description of the activity that includes more details about the Plan of Action and Outcomes of project. Not to exceed five pages total.

This should be turned into the New York State Grange Director of Community Involvement by September 15th. The following prizes will be presented at the New York State Grange Session.

- 1st Place $75
- 2nd Place $50
- 3rd Place $25

New York State Grange Community Service Ideas Unlimited Rubric

	Exceptional - 4-5 points	Satisfactory 2-3 points	Poor 0-1 points	Possible Points	Points Earned
Activity Description	Description clearly explains the purpose and reason the Grange is implementing the activity. Description clearly answers the following questions: • What is the purpose of this activity? • Why is the activity taking place?	Description is vague in purpose and reason the grange is implementing the activity.	No clear purpose and reason the grange is implementing the activity is stated.	5	
Goals	Goals are well written and utilizes all five components of a SMART (Specific, Measurable, Attainable, Realistic and Time) goal. The goal answers the following questions: • Who will perform the duties to meet the goal? • When will the goal will be completed?	Goal is vague and does not utilize the components of a SMART goal.	Goal is poorly written and does not utilize the components of a SMART goal.	5	
Plan of Action (multiplier of 3)	All components of the Plan of Action are present, well thought out, cohesive and presented. • What needs to be accomplished to meet the goal? • Where will the activity take place? • How will the Grange implement the goal to accomplish this activity? • How will the goal be accomplished? (This should include necessary steps for completion.) • Who will perform the duties to meet the goal?	Missing one or two of the compenents of the Plan of Action or descritpion is not consise or cohesive. • What needs to be accomplished to meet the goal? • Where will the activity take place? • How will the Grange implement the goal to accomplish this activity? • How will the goal be accomplished? (This should include necessary steps for completion.) • Who will perform the duties to meet the goal?	Missing many parts of the Plan of Action or a poor description of the plan and hard to follow. • What needs to be accomplished to meet the goal? • Where will the activity take place? • How will the Grange implement the goal to accomplish this activity? • How will the goal be accomplished? (This should include necessary steps for completion.) • Who will perform the duties to meet the goal?	15 (multiply rating 0-5 by 3)	

	Exceptional - 4-5 points	Satisfactory 2-3 points	Poor 0-1 points	Possible Points	Points Earned
Outcome evaluated and reported (goal met or unmet)	Response clearly states whether the goal was unmet, met or exceeded. If all aspects of the SMART goal were met, clearly states by how much if exceeded. If goal was unmet, circumstances or reasoning as to why is explained in detail and what would be done differently next time to meet the goal.	Response vaguely states whether the goal was unmet, met or exceeded. If all aspects of the SMART goal were met, it states by how much if exceeded. If goal was unmet, circumstances or reasoning as to why is explained and what would be done differently next time is identified.	Response does not or poorly states whether all aspects of the SMART goal were unmet, met or exceeded. It does not identify how much the goal was met by or does not include the circumstances as to why the goal was unmet.	5	
Impact	Response clearly explains the impact on the Grange, its members, and the intended audience. Uses quantitative data to help explain how the activity impacted the intended audience.	Response vaguely explains the impact on the Grange, its members, and the intended audience. Uses some data to help explain how the activity impacted the intended audience.	Response does not explain the impact on the Grange, its member, or the intended audience. No data is used to explain the impact of the activity.	5	
Photos	A clear, high-quality photo illustrating the Grange's activity in action is displayed.	A photo that partly illustrates the Grange's activity is displayed.	A photo collage or a poor-quality photo that does not illustrate the activity well is displayed.	5	
Photo Captions	A caption that clearly describes the activity is used.	A caption that vaguely describes the activity is used.	A caption that does not describe the activity is used.	5	
Spelling and Grammar	No errors or slight errors in grammar or spelling are made that distract the reader from the content.	Major errors in spelling and grammar are made that distract the reader from the content.	Excessive errors in spelling and/or grammar are made that distract the reader from the content.	5	
Judges Comments;			**Total Possible Points**	**50**	**0**

Outstanding Community Service Granger

Description:

Community Service is an integral part of the Grange that allows local members to interact and serve the communities where they reside. This award is given to an active Granger who is involved in multiple local community service opportunities.

Nomination Requirements:

- Individual Grangers, Subordinate or Pomona Granges can nominate a person for this award.
- Nomination applications will be reviewed by a panel of judges who will select the award recipient.
- Recipient will be announced at the State Grange Session and will receive a special award.

Entry:

- Application includes the following:
  - Nominator Contact Information
  - Nominee Contact Information
  - List nominee's roles in the community.
    - Include Grange and other organizations including leadership roles or special awards received as a volunteer.
  - Describe the nominee's involvement in their community.
  - What impact has the nominee made in your local community?
  - Brief summary of why this person should be honored at the state level:

You may submit a photo of the individual being nominated. You may submit up to three additional pages. Include news clippings, pictures, and other supporting material. Nominations must be postmarked by September 15th for consideration for the current year's state award. Send nominations to New York State Grange Community Service Director, Melvin Phelps, PO Box 493, Copenhagen NY 13626.

New York State Grange
Outstanding Community Service Granger
Community Involvement Department

Community Service is an integral part of the Grange that allows local members to interact and serve the communities where they reside. This award is given to an active Granger who is involved in multiple local community service opportunities.

Nomination Requirements:

- Individual Grangers, Subordinate or Pomona Granges can nominate a person for this award.
- Nomination applications will be reviewed by a panel of judges who will select the award recipient.
- Recipient will be announced at the State Grange Session and will receive a special award.

Application:

Nomination Made by:_____ Grange:_____ #_____

Nominator Contact: Phone: _____Email: _____

Name of Nominee: _____ Grange: _____ #_____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone _____ Email: _____

List nominee's roles in the community. Include Grange and other organizations including leadership roles or special awards received as a volunteer.

Describe the nominee's involvement in their community:

What impact has the nominee made in your local community?

Brief summary of why this person should be honored at the state level:

You may submit a photo of the individual being nominated. You may submit up to three additional pages. Include news clippings, pictures, and other supporting material. Nominations must be postmarked by September 15th for consideration for the current year's state award. Send nominations to New York State Grange Community Service Director, Melvin Phelps, PO Box 493, Copenhagen NY 13626.

New York State Grange

Service Projects

School Backpack Programs

We collect food or monetary donations for a backpack program in a school district in the area that the Annual State Grange Session is held. This program allows students in need to take home bags of food, either each weekend or over long breaks, to ensure that they have enough to eat while not in school.



"C" Bills for Cancer

Granger Nancy Henderson began collecting 'C' bills while she was battling cancer to show her appreciation to local Hematology and Oncology treatment and research centers. Under the guidance of Allan (her husband) and Heidi (her daughter), New York State Grange continues to carry on this endeavor in memory of all members who have passed away from cancer. The money is donated to an organization or facility that assists or supports cancer patients, near the Annual State Grange Session each year

