



Make copies as needed

# Data Collection Survey of Volunteer, Youth, Charitable and Community Service Programs

Committee: \_\_\_\_\_

Date: \_\_\_\_\_

(A) Program: \_\_\_\_\_

(B) Number of Participants

(C) Number of Elks

(D) Number of Helpers

(E) Total Elk Hours

(F) Total Helper Hours

(G) Elk Miles

(H) Helper Miles

(I) Non-Cash Contributions

(J) Cash Donations

- Column (A)** Describe Program
- Columns (B) thru (D)** Count individuals — not couples, teams or groups.
- Columns (E) and (F)** Indicate total hours — If 6 Elks worked 6 hours (6 x 6 = 36 total hours)
- Columns (G) and (H)** Mileage traveled in preparation for an event itself. (Number of people times round trip miles.)
- Column (I)** Cash value of contributions including hall donations, food, band, clothing, bingo, parties, gifts, eyeglasses — Do not include hours or mileage.
- Column (J)** Actual cash, checks, money orders or purchase value of savings bonds donated.

Submitted by: \_\_\_\_\_

Must be completed and returned to the Secretary by the meeting following the program.

*“Elks Care — Elks Share”*