



Sons of The American Legion

Detachment of Maryland

CSR Worksheet

Instructions

Instructions for Detachment of Maryland Consolidated Report Form Work Sheets

Summary; These work sheets are designed to assist in recording your efforts within your Squadron, Districts and the Detachment. There are many ways to complete these forms. When you perform your volunteer services and submit them to your respective adjutants who can file and use these to facilitate year-end reporting.

Description and use of the form; each column of the form is used for specific information. We are attempting to provide an explanation of each so we are all using the form the same way.

Direct Cost: This is for expenses for each of the line items on the worksheets where you have made a purchase or a specific donation in cash to the program you are working on.

Miles Driven: This column is used to record your mileage donated for the project you are working on. Mileage should be based from your post home.

Miles At: This is the allowable mileage rate as identified by the IRS for this task. Each year this rate is subject to change. The Detachment will advise you of any rate changed based on the new forms produced during the Winter Seminar.

VAVS FORM ONLY

Number of Vets: This is for you to record the number of veterans your efforts are helping. Information ONLY at this point.

Number of hours: You are to record the number of hours you volunteered for any specific project. This can include time for collecting donations, cleaning, and repairing items.

POL (Point of Light) Hours: the current POL rate for 2015 is \$22.55 this is as approved by (Independent Sectors Value of Volunteer Time, www.volunteerinamerica.gov) and recognized by the IRS. This rate is now applicable in all areas of volunteer services and is no longer just limited to VAVS.

Est. Cost or Value: This is the total line for all your efforts and is placed on the National CSR accordingly. In this column is to also include in kind goods or donations as a total value or cost. It is important to recognize that some areas of the National CSR has a separate area for in-kind donations if it does that you can only use that in-kind number in one place on the report.