

ADENE V. STEFFEN MEMORIAL HOME SERVICE PLAQUE

RULES:

1. Regular reporting for each month July through May 1st of home service done by the members of the Unit and non-members.
2. Report form to show name of the Unit and number, names of members and non-members, hours of service, number of veterans served, kind of service, dates and cost of materials.
3. Annual report to show total hours, number of the Unit and name, address and name of Chairman, names of volunteers, types of service, total number of veterans served, total hours served by each volunteer and total number hours served by the Unit and the cost of materials with total cost. This is to be signed by the Chairman, VA &R Chairman or President of the Unit. Date of report: specified by the Department Chairman.
4. The individual report forms must be turned in to the Department Chairman for any request for Home Service pins as the need to add their hours served this year to any previously earned hours so the permanent record shows the rewarding of pins or the hours necessary for a pin. Unit or individual is responsible for cost of pin.
5. The records on the Unit report for each volunteer should agree with the individual records which each Unit Chairman should keep a copy.
6. The report forms will be the ones approved by the current Department Chairman.
7. A narrative of not more than 1,000 words typewritten, describing the Home Service activities of the Unit, prescribed form 1 inch margins and sufficient room at the end to include the address of the Unit should also be included.
8. This is a traveling plaque and shall become the permanent property of the Unit winning it for three consecutive years. The permanent winner will place another plaque in the Department for competition with rules and name remaining the same.
9. The narrative must be accompanied by the individual records and the Unit's record to qualify.

(revised 1989)