

## **MARGE LYNN HOME SERVICE PLUS PLAQUE**

This plaque to be awarded to the Unit of the volunteer member with the greatest number of Home Service hours beyond the 50 hour pin requirements during each current year. It is a traveling plaque, and any Unit winning it three years in succession may keep the plaque by replacing it for the next year. The winning member's name, Unit name and number and the next year engraved by the winner's Unit. The winner may be a different member each year.

### **RULES:**

1. Regular reporting each month is required to qualify. Reports must agree with annual report to the Department Chairman.
2. The reports must include the Unit name and number, volunteer member's name, number of veterans served, kind of service, number of hours served and dates. Report must be signed by the Chairman or Unit President and sent to the Department Chairman.
3. Annual report must include total home service hours, types of service, total number of veterans served, total cost of materials, names and total hours of each volunteer member, total hours of Unit, Unit name and number, and name and address of Chairman.
4. A narrative report of not more than 1,000 words describing the Home Service activities of the member will be required. The report must be accompanied by the individual member's records and the Unit's records, signed by the Unit Chairman.
5. The report should include the individual member's name, Unit name and number, Chairman's name and address. All reports are due to the Department Chairman by specified date.
6. The report forms approved by the Department Chairman will be used.

(revised 1989)