

## Guidelines for completion of Service Record

**PLEASE NOTE: The Service Record does not follow the Inner Wheel year but is completed from 1<sup>st</sup> June to 31<sup>st</sup> May**

The completion of the Service Record is extremely important as the information compiled from it not only goes to the Charities Commission to maintain our Charitable Status but to the United Nations, from whom we get the headings on the Sheet, and to IIW as part of our National Representative's Annual Report.

The easiest way to complete the sheet is to send round a blank one or a small book at each meeting so that you can regularly record what each member is individually doing. Then at the end of the year you can complete the Service Record with all the information gleaned throughout the year adding your club's big projects.

To complete the sheet, place your cursor into each cell/box and type, just make sure that all the information is entered along one line. If you need more lines under a heading then just insert a row. The explanations below are a guide to help you.

1	2	3	4		5	6		7	8
			CHARITY INFORMATION		\$ DONATED/RAISED				
NAME OF CHARITY OR CLUB PROJECT NAME	BRIEF DETAILS OF ACTIVITY	CLUB/DISTRICT NAT. OR INT. PROJECT	VOLUNTEER HOURS SPENT	NUMBER OF RECIPIENTS (If known)	TOTAL \$ VALUE OF GOODS DONATED	TOTAL \$ VALUE OF MONEY IN LESS EXPENSES	TOTAL \$ VALUE DONATED		

Column 1 Put down the details of the Charity or project undertaken by the club e.g. Cancer research, Plunket, Air Ambulance etc. If you are having a general 'Fundraiser' for your Project/Charity Account then enter this under 'Fundraising'. Top heading on the Service Record.

*For the United Nation's each project needs to go under specific headings which are:*

- **Rights of Children:** Rights and access to education, equal opportunities, protection from family violence
- **Family:** Support for families – shelter, food, support with fees
- **Status of Women:** Enabling women to participate without prejudice
- **Ageing:** Ensuring quality of life in old age
- **Narcotic Drugs:** Knowledge of drug use and ramifications
- **Caring for Women and Girls:** Projects and work which ensures the basic needs of women and girls are met to safeguard their wellbeing and a secure future.

**PLEASE NOTE THAT YOUR PROJECT MAY FALL UNDER MORE THAN ONE CATEGORY – IF IT DOES, PLEASE RECORD IN ONE ONLY REMEMBER YOU DO NOT NEED TO HAVE SOMETHING UNDER EACH HEADING – JUST THE HEADINGS YOU HAVE SUPPORTED.**

- Column 2 Details the activities done by the club e.g. movie night, sausage sizzle, baking, catering, collecting, knitting, etc.
- Column 3 Put down whether the project is a Club, District, National or International one. E.g. if you do something for Look Good Feel Better it is a National Project.
- Column 4 This is for the total number of hours spent by the club on each project. Add up what each member has done and put this down.
- Column 5 This is for the number of people who will benefit from your project. If you do not know this number for example from a street collection just put down 'not known' or leave blank
- Column 6 This column shows the \$ value of goods donated to a project. E.g. food for Food Banks, food for the SPCA, wool/fabric donated for knitting/craft projects etc. **NOTE:** If you do not know the exact value of the goods donated please estimate.
- Column 7 This is for the total of money raised/donated for a project less any expenses incurred
- Column 8 This is the total amount given to a project. **NOTE:** If the money raised is a 'Fundraiser' and is just going into the club's Project/Charity account do not put anything into this column.

**Donations**

When making donations from your Project/Charity account:

- in column 1 put down the name of the project you are supporting under the relevant UN heading.
- In column 2 enter "From Charity Account".
- In column 8 enter the \$ value you are donating.

AN EXAMPLE OF A SERVICE RECORD IS SHOWN BELOW

## EXAMPLE OF A COMPLETED SERVICE RECORD

1	2	3	4	5	6	7	8
NAME OF CHARITY OR CLUB PROJECT NAME	BRIEF DETAILS OF ACTIVITY	CLUB/DISTRICT NAT. OR INT. PROJECT	CHARITY INFORMATION		\$ DONATED/RAISED		
			VOLUNTEER HOURS SPENT	NUMBER OF RECIPIENTS (If known)	TOTAL \$ VALUE OF GOODS DONATED	TOTAL \$ VALUE OF MONEY IN LESS EXPENSES	TOTAL \$ VALUE DONATED
<b>Fundraisers</b>							
xxxxxxxxxxxxxxxxxxxx	Sausage Sizzle	Club	15			\$400	xxxxxxx
xxxxxxxxxxxxxxxxxxxx	Movie Night	Club	3			\$200	xxxxxxx
xxxxxxxxxxxxxxxxxxxx							xxxxxxx
<b>Rights of Children</b>							
Little Sprouts	Knitting	Club	250	Not known	\$100		\$100
<b>Family</b>							
Westpac Helicopter	From Charity Account	Club					\$200
Cancer Society	Daffodil Day Shop	Club				\$2500	\$2500
<b>Status of Women</b>							
Woman's Refuge	From Charity Account	Club					\$200
Coronary Care Unit	Heart pillows	Club	35	32	\$180		\$180

The Service Record needs to be completed annually and sent to your District Secretary along with your Club History Sheet by 31st May each year.