

**SUGGEST CHILDREN & YOUTH POST NARRATIVE REPORT FORM**

**NOTE:** Please read instructions on reverse side. Please print information.

Post Name: \_\_\_\_\_ Post No: \_\_\_\_\_ District No: \_\_\_\_\_

DEPARTMENT OF NORTH CAROLINA Present Membership: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_

A. Did your Post File a Consolidated Post Report Form? Yes \_\_\_\_\_ No \_\_\_\_\_

B. Did your Post participate in any of the following National Children & Youth Program objectives?

- |                                         |                                          |
|-----------------------------------------|------------------------------------------|
| _____ Missing Children                  | _____ Child Safety                       |
| _____ Suicide Prevention                | _____ Temporary Financial Assistance     |
| _____ Drug and Alcohol Abuse Prevention | _____ Special Post Activity Award (STAR) |
| _____ Halloween Safety                  | _____ April is Children & Youth Month    |

C. Estimate the number of volunteer service hours provided by the membership of your Post for the Children and Youth of your Community. \_\_\_\_\_ hours

D. Please estimate the amount of money your Post expended for administrative expenses for Children and Youth overhead. (Postage, printing, conferences, travel, salaries, etc.) \$ \_\_\_\_\_

**E. Direct Aid:**

- Cash Aid given to needy children: \$ \_\_\_\_\_
- Value of goods given: \$ \_\_\_\_\_ (Estimate)
- Number of Children given aid (cash or goods) \_\_\_\_\_

**Contributions (Cash):**

- |                         |                           |                        |
|-------------------------|---------------------------|------------------------|
| United Way \$ _____     | Cancer Society \$ _____   | Red Cross \$ _____     |
| Salvation Army \$ _____ | Special Olympics \$ _____ | Child Welfare \$ _____ |
- Other money contributed \$ \_\_\_\_\_

F. List on a separate sheet to describe, in some detail, a specific Children & Youth activity promoted by your Post. **REMEMBER:** This part of the report is more important to your Department Children & Youth Commission in various awards.

## INSTRUCTIONS

To the Post Children & Youth Chairman:

1. Before completing this form, be sure your section of the Consolidated Post Report form is completed.
2. Fill out this narrative report form.
3. Send this narrative report form and any attached narrative sheets to your Department Children & Youth Chairman, in care of Department Headquarters.
4. This narrative report form is NOT to be attached to the Consolidated Post Report. It is intended for the use of the Department Children & Youth Chairman in determining Post Children and Youth Awards and for substantiating to National Headquarters that your Department has attained 100% Children and Youth Post narrative reporting.
5. In order to make your total report more effective, it is recommended that you make appropriate copies of this form and maintain one in your file, mail one to the District and also mail one to your Department Children and Youth Chairman.

To the Department Children & Youth Chairman:

1. This narrative report form should be very helpful to you in determining winners of various Children and Youth reporting award and citations.
2. This form is for use within your Department and should only be forwarded to National Headquarters to substantiate 100% Post narrative reporting, do not forward these forms to National Headquarters.
3. It may be helpful to see the Consolidated Post Report form for each narrative received. Together, they should give you a very accurate picture of each Post's particular Children and Youth Program.
4. Each question has been designated by a letter. The Department Chairman's reporting sheet references the same letters. It will be your job to transfer all information from the narrative form to the Children and Youth reporting sheet.
5. If you receive an outstanding narrative report and wish to share it with the National Staff, we encourage this type of report.
6. For the purpose of 100% narrative reporting awards, National Headquarters will recognize this form. The decision to recognize this form in no way removes the responsibility of Posts for submitting the Consolidated Post Report form. As the chairman of the major program within your Department, you should heartily encourage that Posts file the CPR.
7. In order to have a more complete feedback to your Districts, you may wish to compile separate reports concerning these narratives at the District level and mail those figures to the appropriate Children and Youth officers.