

Utah Elks Association report form for Volunteer, Youth, Charitable and Community Services Programs

Lodge Officers/Lodge Committee Chairpersons: for lodge level events, complete this form and return to your lodge secretary.

State Officers/State & District Committee Chairpersons: for state and district level events, complete this form and return to the UEA state secretary.

Committee: _____.

Event: _____.

Date: _____.

(B) Number of Participants: _____

(C) Number of Elks: _____

(D) Number of Helpers: _____

(E) Total Elk Hours: _____

(F) Total Helper Hours: _____

(G) Elk Miles: _____

(H) Helper Miles: _____

(I) Non-Cash Contributions: _____

(J) Cash Contributions: _____

Items (B) through (D): count individuals, not couples, teams or groups

Items (E) and (F): total hours - if 6 Elks worked 6 hours each (6X6=36) total hours

Items (G) and (H): mileage traveled in preparation for or in event itself. (Number of people X round trip miles)

Item (I): cash value of contributions including use of hall, donations, food, band, clothing, parties, gifts, etc. Do not include hours or mileage

Item (J): actual cash, checks, money orders or purchase value of savings bonds donated

Submitted by: _____.