

# TROPHY & AWARDS GUIDELINES

(REVISED Feb. 2014)

**VEHICLE MILEAGE:** driver of the vehicle only, do not count passengers in your mileage. Keep an accurate record of roundtrip miles, multiple the amounts of miles by \$1.00 for a cash value. Use this cash value under proper column on report forms.

**AIR MILEAGE:** You must either take credit for the mileage **OR** the ticket purchase price.

To count mileage of a flight you may figure actual miles traveled and multiple these by \$1.00 for cash value **OR**, if you prefer, you may take the purchase price of the airline ticket. **You may not count both.** Events must be a Grande Voiture and or Voiture Locale sponsored program and you must work during the event to count miles or airfare cost.

**HOURS OF WORK:** Keep track of all hours worked for the entire year.

Total all hours worked, then multiple all hours by \$10.00 per hour. This will give your Cabane Locale or Grande Cabane a cash value to use on report forms.

Events must be a Grande Voiture and or Voiture Locale sponsored program.

**BLOOD DONATIONS:** Figured @ \$35.00 per pint of blood donated.

**MATERIALS UTILIZED OR DONATED:** Use actual cost of all new items utilized or donated. Keep receipts for new items purchased. If a new item is donated, a retail merchandise value should be placed on the item. Used items utilized or donated should be priced using a garage sale value (a price YOU would expect to pay at a garage sale or resale shop).

Total all figures for materials utilized or donated. This total will give you a cash value to use on your report forms.

**COUPONS:** Donating of coupons must be a Voiture sponsored project. **The dollar amount of the coupon is not to be counted**, but the time cutting, collating and mailing of the coupons can be counted. Example: Diaper coupons for a Children's Home.

**HELP WITH REPORTING:** Gathering the data for reporting your contributions is always the most difficult part. We have added some Sample forms to the website that may help. Go to [www.fortyandeight.org](http://www.fortyandeight.org)

Under the Femmes tab/Trophy and Awards you will find a sample form for Dames to report activities to the Locale. You will also find samples of reports for the Locale to use in reporting to the Grande. These completed forms will also serve as an aid when your Cabane Locale or Grande Cabane is submitting an entry for a Nationale Trophy. REMEMBER, all hours worked, miles driven, and monies donated reported under each program are added to the Aid to the Voiture Report. The Voiture gets credit for all of your contributions so make sure they get a copy of your reports. You will also find *Guidelines* and a current *Question and Answer* page under this website tab to help you with reporting responsibilities.

## RECOMMENDATIONS FOR FILLING OUT REPORT FORMS

Year after year the Nationale Trophy and Award Chairman, Co-Chairman, and Committee members repeat the same concerns for Nationale trophies that they judge. The following are recommendations that the Cabane Nationale office has received over the years.

1. Double and triple check your math figures. This is the number one error factor that all trophy and awards judges complain about.
2. Mail your awards by the deadline date. Late forms figures may be added to year-end total but are disqualified for an award.
3. **Sign** report forms do not print or type names.
4. Make sure they are attested to, once again having a signature on proper lines, do not print or type a name.
5. Make sure you are reporting your Cabane under the correct Trophy. Check your year end membership count against the trophies guidelines.
6. Attach a separate sheet of explanation if you are reporting what may seem a large total under any column. Trophy and Awards judge may disqualify a report form if you do not provide information to support large figures under any column.