



General Reporting Information

When you are reporting information for your reports the best question is to ask yourself first is:

1. Was it a Voiture sponsored program? If **yes**, you need to count it.
2. Did I work at the event(s)? If **yes**, you need to count your hours.
3. Did I drive the vehicle? If **yes**, you need to count the mileage.
4. Did the Cabane spend money? If **yes**, count the total dollars donated.
5. Did I donate items for the Cabane or Voiture? If **yes**, count as value of material used.
6. Did I work at Nationale Rendezvous? If **yes**, you need to count your hours.

Report all information on the Aid to the Voiture report. This is what you **can** count on your report.

Voiture sponsored programs: You can count working for sponsored programs such as:

- A. Worked at a Locale or Grande function.
- B. Working for a Voiture, typing, newsletters, mailings, preparing food, serving luncheons or dinners, purchasing food or items, brat and steak fry's and selling raffles tickets for Voiture funds. You may count your hours on all of this.

Did I drive the vehicle: You can count all your mileage such as:

- A. Driving to the Voiture event driving to purchase food for the Voiture event or driving a Voyageur to an appointment. You may count your mileage for all of this.

Did the Cabane spend money or donate money such as:

- A. Purchasing food for Voiture event or donation of money from the Cabane for event or to the Voiture. Keep your receipts for your records.
 - Total money donated from your Cabane.
 - Total value of material used; food items and items for VA, homeless and children homes.

Did I work for Rendezvous Nationale such as:

- A. Walking for The Walk, helping with registration and at Rendezvous and a clown at the Children's party. You can count your hours.

Do Not count such as:

- A. Do not count hours or mileage for attending Locale, Grande or Rendezvous Nationale functions. This does not pertain to any Voiture activity.
- B. Do not count as work for other events, such as: Auxiliary or other private organizations.
- C. Do not count babysitting.
- D. Do not count flying the American or POW-MIA flags.
- E. Do not count Flags for First Graders. This should reported on the Americanism report.

Remember to give a brief description of all the activities on your report with hours, mileage, donations, and value of material used. This helps the chairmen understand what you are reporting and the dollar amounts. Please contact Cabane Nationale for any other questions you may have.