

2018 ONTARIO COMMAND BRANCH SURVEY

Information required for fiscal year June 1, 2017 to May 31, 2018

Deadline to complete this Survey and return to ON Command is October 31, 2018

Branch Name & Number _____ Zone _____

1. How many of the following staff do you employ or obtain services from?
A] full-time (employ) _____
B] part-time or casual (employ) _____
C] volunteer staff (obtain services from) _____

2. How many volunteer hours do you estimate branch members spent supporting Veterans activities during this time period? (Please see attached calculation example) _____

3. How many volunteer hours do you estimate branch members spent supporting the following programs during this time period? (Please see attached calculation example)
A] seniors _____
B] youth activities _____
C] charitable activities or organizations _____

4. How much money did your branch spend on Veterans programs during this time period (do not include funds used from the Poppy Trust)? \$ _____

5. How much money did your branch spend supporting youth activities during this time period (DO NOT include Military Cadet Corp/Scouts Canada/Guides Canada – questions for these to follow)? \$ _____

6. Did you financially support a Military Cadet Corps during this time period?
Air \$ _____ Army \$ _____ Sea \$ _____

7. Did you financially support or sponsor Scouts Canada or Guides Canada during this time period (this does not come from Poppy Funds)?
Scouts Canada \$ _____ Guides Canada \$ _____

8. How much money did your branch spend during this time period on senior programs (Do not include Poppy Funds)? \$ _____

9. How much money did your branch donate to local charities during this time period (From Lottery or General Accounts) \$_____
10. Does your branch sponsor and facilitate low rental housing for senior citizens?
Yes _____ No _____
11. How much money did your branch donate to the community from the lottery funds during this time period? \$_____
12. How much money did your branch spend from the Poppy Trust Fund on donations of medical equipment or research during this time period?
\$_____
13. How many times during this time period did your branch offer its facilities free of charge to community groups? _____

Completed by: _____
Office/Position Held

Print Name

Signature

NOTE: Please return completed Branch Survey to Ontario Command (Attention: Lisa Dinsmore) by one of the following methods before deadline mentioned above:

EMAIL: ldinsmore@on.legion.ca
 FAX: 905-841-9992
 POSTAL MAIL: Royal Canadian Legion
 Ontario Command
 89 Industrial Parkway North
 Aurora, Ontario
 L4G 4C4

EXAMPLE on VOLUNTEER HOURS

There are 4 questions on volunteer hours

- How many volunteer hours do you estimate branch members spent supporting Veterans activities ?
- How much volunteer hours do you estimate branch members spent supporting seniors programs?
- How many volunteer hours do you estimate branch members spent supporting youth activities?
- How many volunteer hours do you estimate branch members spent supporting charitable activities or organizations?

Let's take Youth activities - there are a few different activities we sponsor

- a] Public Speaking
- b] Poem, Poster, Essay
- c] Youth Darts
- d] Track and Field

Report the hours that are actually involved with the Youth or judging procedures, (include all individuals that help during these times)

That would go the same for the other 3 questions

Veterans - actual hours that is spent with Veterans' events the branch holds (dinners, visit to homes, etc.)

Seniors - actual hours that is spent holding events for seniors (dances, sports etc)

Charitable activities or Organizations - actual hours that is spent holding events (fundraisers etc.)

For all of these remember that there are a few volunteers contributing their time.

Example:

Senior activities at a branch (2 activities held for the seniors - dances and shuffleboard) - Branches probably support more than 2 different types of programs for their seniors:

A senior dance is held once monthly for the year for 4 hours each night (plus an hour let's say for pre-dance preparations) and there are 4 volunteers for each night taking care of the event,

Hours for that event - $5 \times 4 = 20$ hours/month,

Total hours for the year - 240 hours

The branch holds a monthly senior shuffleboard for the year. If the event is 3 hours in length and there are 4 volunteers helping with the event the calculation would be:

Hours for the event - $3 \times 4 = 12$ hours/month

Total hours for the year - 144 hours

Those are the only 2 programs that this branch supports for seniors then they would record **240+144=384** for the time period of June 1, 2017-May 31, 2018. (I would approximate it to 400)