ESA Service Reporting Guidelines

These guidelines are designed to help members, chapters, and groups understand what service should be reported through the ESA Service Reporting System. The information collected supports how ESA tracks and measures impact, and how we share the story of our work across the organization. As ESA continues to grow and deepen its service, we are aligning our reporting practices with widely accepted nonprofit standards. This ensures the data we share is accurate, credible, and meaningful.

Service should be reported for efforts completed intentionally in the name of ESA.

What to Report

Each section below aligns directly with a field in the ESA Service Reporting Form.

Volunteer Hours Served

Volunteer Hours Served include the time ESA members spend actively working on a service project, from start to finish.

This may include:

- Time spent directly providing service

- Time spent preparing for or wrapping up a specific service activity

- Time spent supporting another ESA member in completing a service project, when that support is clearly connected to the project

This should **not** include:

- Routine meetings or social activities

- General planning time not tied to a specific service project

- Time that would have occurred regardless of the service effort

Dollars Donated

Dollars Donated include monetary contributions made by an individual ESA member or an ESA group to support a service project.

This may include:

- Direct donations to a charitable or civic organization

- Proceeds from fundraising projects that are donated to a supported organization

If a fundraising activity benefits more than one organization, only the portion donated to the reported organization should be included. If a fundraiser is advertised as benefiting a specific organization, all net proceeds must be donated in order to be reported.

Donated Goods (In-Kind Donations)

Donated Goods, also referred to as in-kind donations, include items, supplies, or materials donated as part of a service project. **If items are created and donated directly to a beneficiary, they may be reported as donated goods.**

When reporting Donated Goods:

- List the type of items donated (for example: clothing, hygiene items, school supplies, food, medical supplies)

- Provide an estimated value, when applicable

Estimated values should be reasonable. Exact valuations are not required. The purpose of reporting donated goods is to help capture the scope and impact of in-kind support.

Materials or supplies used to prepare or host a fundraiser should not be reported as donated goods. For example, ingredients or supplies used for baked goods or chili feeds are considered part of creating the fundraiser. The impact of those contributions is already reflected in the funds raised from the event, and reporting the supplies separately would count the same contribution twice.

Total Miles Traveled by ESA Members to Complete This Project

Mileage may be reported when travel is necessary to carry out a specific ESA service activity and goes beyond a member's normal routine. Travel should be directly connected to performing hands-on service, transporting donated goods or supplies, or traveling to a defined service project location.

Mileage should **not** be reported for:

• Routine or everyday travel

• Regular commuting

• Travel to regular chapter meetings, social gatherings, or general chapter activities

• Travel that would occur regardless of the service project

The intent of reporting mileage is to capture travel required to make service possible, not general participation or attendance.

Special Service: Support for an ESA Member

Service provided to support an ESA member during a time of illness, disability, or personal hardship may be reported.

Examples include providing transportation for medical treatments or assisting with essential needs during a period of hardship. This type of service reflects ESA's values and recognizes the care and support members provide to one another when it truly matters.

When in Doubt

If you are unsure whether something should be reported, a helpful question to ask is:

Did this time, donation, or support directly contribute to completing an ESA service project or supporting an ESA member during a time of need.

If yes, it likely belongs in the Service Reporting System!