

MEMBER ACTIVITY REPORT

A. GENERAL - This form is used to record hours spent on Auxiliary activities not reportable on ANSC 7030, Activity Report - Mission.

B. SECTION I - TYPE OF ACTIVITY - All time reported on this form will be Mission Type 99, which you have already completed.

1. MEMBER NUMBER - Enter your 10-digit member number.
2. NAME - Enter your full name as currently listed in AUXMIS.

C. SECTION II - ACTIVITY INFORMATION

1. DATE - Enter the date you performed the activity. (MM/DD/YY, 01/10/98)
2. TYPE & LOCATION OF ACTIVITY - Briefly state the type and location of the Auxiliary related activities not otherwise reported on the Activity Report - Mission, ANSC 7030. Examples of type of activity hours reported are, but not limited to, the following;
 - a. Time spent attending all levels of Auxiliary Meetings
 - b. Time spent attending all Auxiliary Workshops and Training sessions.
 - c. Time spent performing Elected and Staff officer duties.
 - d. Time spent performing Auxiliary Committee duties.
 - e. Time spent coordinating activities with other agencies / organizations.
3. HOURS - Time is entered in whole hours, rounded to the nearest hour (less than 30 minutes =zero).
 - a. Mission - Enter the actual time spent on the activity.
 - b. Preparation - Enter the time spent preparing for the activity.
 - c. Travel - Enter travel time from home to the activity and return.
 - d. Total - Enter the accumulated total of a., b.,and c. for this activity
4. 24 HOUR ACTIVITY - For this report only. When an Auxiliarists spends time on an activity which lasts over 24 hours, all activity, preparation and travel hours are reportable from the time the Auxiliarist leaves home until returning home. Time spent sleeping or attending social functions is not reportable. National School, National and District meetings, workshops and training sessions that last several days, are some of the examples of when an Auxiliarist would report total time spent. When an Auxiliarist participates in a n activity and leaves and returns home the same day, only the time spent away from home on the activity would be reported.
5. TOTAL HOURS - Enter the sum of the TOTAL HOURS column. This TOTAL cannot exceed 99 hours on this form.
6. MEMBER'S SIGNATURE - Sign your name as entered on the form and date it.
7. REPORT NUMBER - Forms should be consecutively numbered for the year. (001, 002, etc.).