

Pomona and Subordinate Lecturer's Report Form

SEPTEMBER 3: COMPLETED REPORT IS DUE TO STATE LECTURER

BJ Bushman: 8033 Sabino Lane, Castle Rock, CO 80108
303-550-7901 - cell / E-mail: bushman.bj@gmail.com

GRANGE NAME AND NUMBER: _____

LECTURER'S NAME: _____

ADDRESS: _____

REPORTS

Awards to Pomona and Subordinate Granges who completed programs in the star categories will be awarded at State Session during Friday evening's gala.

Star Awards will be presented only based on the information supplied in this report. Granges completing programming in all of the Star categories will be recognized as a Star Achievement Grange. Each Grange that submits a report with qualifying activities in any of the stars available will be awarded Star Certificates. All awards will be presented at the gala.

Outstanding Subordinate and Pomona Lecturer will be awarded as well as the Outstanding Program of the Year. Both of these awards will be recognized from information on this form.

The awards for Community Service activities will be based on information from the Community Service Report. The winning Grange's Combined Report, with the Community Service Report in the front, will be sent to the National Grange convention for consideration to be awarded at the National level. Adding references for the Community Service projects detailed in that report to the Grange's Star Reports is recommended, to call out those events for consideration toward the Lecturer Star awards. *Please do NOT duplicate these details in the Star Reports – do mention them though.*

Submission of this entire combined report by Email is strongly preferred. Please email to your State Lecturer (BJ Bushman) and your Community Service Director (Lisa Mittan). You can also email to your Membership Director (Alan Caldwell) if you like, although he is specifically looking for the Membership Report. If email is absolutely impossible, please mail two printed copies of your report to BJ and Lisa, and a printed copy of the Membership report to Alan.

BJ Bushman – 8033 Sabino Lane, Castle Rock, CO 80108.

Lisa Mittan – 4951 W. 66th Avenue, Arvada, CO 80003.

Alan Caldwell – 734 Conestoga Creek Rd, Florissant, CO 80816.

BJ, Lisa, and Alan will each need a copy of your reports by September 3, so there is time for them to thoroughly evaluate them all and prepare the prizes.

ONE BOOK / SCRAPBOOK

We encourage each Grange to still do a One Book or Scrapbook as this is an historical record of your Grange and is a useful informational tool to use in recruitment or just to show who and what your Grange is, and what you do. You may choose to use a printed copy of your Combined Report as a framework on which to build your Scrapbook, to already have some of the content and also provide a way to organize your Scrapbook content.

Please send your Scrapbook with your Grange's delegates to State Session. It will NOT be used for judging the Star categories, or Community Service or Membership activities. If no one from your Grange will be attending State Session in September, you may mail your Scrapbook to either BJ or Lisa in time to allow for it to arrive so it can be carried to State Session for you. Your books will be judged at State Session and on view for the membership in attendance. Scrapbook awards will be Scrapbook Achievement, as well as 1st, 2nd, and 3rd places. The Outstanding Scrapbook Award winner's book will travel to National Convention in November and then be returned to you. *This Award is separate from the Lecturer's Star and Community Service Awards.*

Granges do not need to create a Scrapbook to be eligible for the Lecturer's Star, Community Service, or Membership Awards.

Lecturer Star Awards

Often our programs fit into more than one star category. Duplication is not necessary for the lecturer report. I suggest that you explain the program or event in the star category of this report where it fits best, and then mention the other colors of star categories that may fit as well. *As an example: if your event fits best in the gold star, but also works for the green star, put information in the gold star and refer to the green star. Under the green star just put the name of the program and say “refer to gold star”.* You may add additional pages as necessary. The reports must be filled out completely to qualify for the awards. You may include samples of your work along with the report, such as a picture, flyer, etc. Please include only up to four samples per program/event. If completing your report on a computer, please insert images in with the story you’re telling in that section of your report when you can. The State Grange would love to share your successes with other Lecturers; please give as many descriptive details as possible.

If your Grange has done something for the Food Sustainability Program, *and* it is also a good fit in one of the Star sections, please put your details and samples as an item under that Star and include which category / subcategory of the Food Sustainability Program applies. You can use only the Food Sustainability Program report form for those projects, if you choose. Please do not report the same event or project in both places.

Award judging will be done on the content, organization, and completeness of your Star Reports. There will be one overall Best Grange, as well as Lecturer’s awards for other categories.

Gold Star - Information

What educational, informational or pertinent community issues programs did your Grange sponsor or co-sponsor? How did you include people who did not belong to your Grange or belonged to other community groups? Answer these questions in your report: When? Where? Issue or Topic? Results/Response/Outcome? Other relevant star categories/colors?

 Click or tap here to enter text. 

(If filling this form out on a computer, the reporting fields like the one above will expand as needed. If filling out a paper copy, please attach additional pages as needed – label each page with the color of the Star on which you are reporting.)

Blue Star - Entertainment

What programs/activities did you promote where your Grange traveled outside your Grange hall for a special event, meal, exhibit, play, etc.? Answer these questions in your report: When? Where? Activity or Event? What did your members enjoy the most? Other relevant star categories/colors?

 

Green Star - Membership

How did your Grange either conduct an event or activity designed to recruit new members, or incorporate membership interest into programs or events you are reporting under another Star category? Answer these questions in your report: When? Where? Event or Topic? Results/Response/Outcome? Other relevant star categories/colors?

 

Red Star - Community

What programs/activities did your Grange sponsor that were specifically planned for the community? *Did your Grange host a Community Dinner, perhaps planned around a theme, and open to your community?* Answer these questions in your report: When? Where? Event or Topic?

Results/Response/Outcome? Other relevant star categories/colors? *It is likely this Star will be the best fit for mentioning the programs and events for which you provided details in your Community Service report.



Silver Star - Cooperation

What other community groups did you work with to present an informational topic, a community event, or a community service? Answer these questions in your report: When? Where? Issue or Topic? Results/Response/Outcome? Other relevant star categories/colors?



Orange Star - Family

What special things did your Grange do to show that we are a family organization? Did you host programs/activities specifically oriented around children and family, or provide opportunities for members and guests to enjoy Grange events together as a family? As some examples, did you recognize youth groups or youth leaders in your community? Do you have a box of toys or coloring books and crayons for children? Do you have booster seats or highchairs available for use? If you have a Junior or Youth chairman, how did you work with them to determine activities? Answer these questions in your report: When? Where? Issue or Topic? Results/Response/Outcome? If you have a Junior or Youth Grange chairperson, how did you work with him/her on the activities/events? Other relevant star categories/colors?



Purple Star - Publicity

What media resources did you take advantage of to promote your programs or the Grange throughout the year? Possible media include, but are not limited to traditional media: posters, brochures, news releases, newsletters; or social media: your Grange's website, e-vites, Facebook, NextDoor, or X (Twitter). Working with three or more media types qualifies for this award. Personal outreach to other groups with presentations about your Grange's activities in your community would also be considered. Answer these questions in your report: What types of media did you use most, and why? When? Message you were trying to convey. Results/Response/Outcome? What media worked well? What improvements have you made in your message and/or delivery? Other relevant star categories/colors?



Food Sustainability Program

Food Sustainability Award Report Form

Name of Grange _____

Name of Lecturer _____

Dates of Project _____

Project Category _____

Please explain your Food Sustainability Project below. Please be detailed and include only up to four pictures or other samples, if available. **If you have already reported them in one of your colored Star reports, please just cross-reference it below, along with the Star color in which you provided details. There is no need to provide details here as well.*

There are three categories your Grange could choose from to be eligible for this award. You only need to participate in one category.

1. SHARE THE HARVEST:

A. Grange members and Friends donate excess crops to the local Food distribution program that will accept fresh produce, or to a local family.

B. Plant or sponsor a community garden.

2. COMMUNITY PRODUCE CLASSES OR CONTESTS:

A. Sponsor an agricultural oriented contest for your community. Establish your own judging criteria.

B. Sponsor a class on an agricultural topic.

3. COMMUNITY FOOD PRESERVATION DEMONSTRATION OR CLASSES:

A. Sponsor a food preservation demonstration for your community.

B. Sponsor a class on Food Preservation.

Food Sustainability **Report Details**

(There is no need to use this part of the form if you have reported your project under one of the Lecturer Stars.)



COMMUNITY SERVICE REPORT

This Community Service Informational Form must be completed in order to qualify for Community Service Activities/Programs Awards for the Colorado State Grange year 2024 - 2025. *Report the details of your Grange's Community Service programs and events in your Lecturer's Report (the Red Star section is suggested) and simply reference them below if you are completing any of the Lecturer Star reports. Please use the same program/event name below as used in your Star report, along with the Star color where we can find the details and pictures of your event.* If you are not completing the Lecturer Star reports, you can tell us the story and share up to 4 pictures per event below in this Community Service report.

National Grange is no longer choosing a State Grange winner for National Grange Community Service recognition. It IS collecting simple, one-report-per-program reports for your Community Service programs and asking that you submit them directly to them, throughout the year. Here is the link to the reporting form they have created for this: <https://www.nationalgrange.org/wp-content/uploads/2025/02/Share-Your-Projects-Story-fillable2.pdf>. One of these pdf files was included in the email to provide you with this combined reports form.

Grange Name _____ Grange # _____

City / County _____ State _____ Zip _____

Community Service Chairperson (name) _____

Chairperson's Street Address _____

City _____ State _____ Zip _____ Phone _____

Master's / President's Name _____

Number of Grange Members involved in Community Service Projects _____

1. Star and Informational Reports should be typed or prepared on a computer if possible.
2. Granges' Reports are judged on the projects and events. Please tell us the story about them.
3. Use the Helping Hands Project report for hours spent on various projects, *if desired*. It is not necessary.

Please list here the Community Service programs you would like to have considered for Colorado State Grange recognition, and ensure your story and samples are documented in one of the colored Star sections of your Lecturer's Report (if you are completing them). Free or discounted use of your Grange hall will not be considered for Community Service recognition. Please ensure your programs/events and samples are documented according to the instructions detailed in the handbook, either here or in the Lecturer's section that starts this form (such as including no more than 4 pictures or other samples per event). ***Please do not duplicate the full story and samples in both places.***

This report is due by September 3, 2025 to Lisa Mittan – mittan42@msn.com (preferred) or 4951 W 66th Ave, Arvada, CO 80003. If you are completing both the Community Service and Lecturer Reports, you can keep them together in one file and email it to both Lisa and BJ.

Please do not hesitate to contact Lisa directly with any questions – 720-413-4106.

- 1.
- 2.
- 3.

HELPING HANDS VOLUNTEER PROJECT

(one report per Grange, please)

Sept. 1, 2024-Aug 31, 2025

Grange Name _____ Grange # _____

Contact Information: Name _____

Phone _____ Email Address _____

Projects/Events (use the tab key in the last box of the last row if more rows are needed) Hours

- If you have described this project in one of your Star Reports, please ensure you've used the same name for the project both there, and on this form, and indicate in which color Star Report you have already described it. No further description here is needed.
- Hours spent by Grange members volunteering on other projects in their communities can also be reported. These could be church projects, helping out an elderly or disabled neighbor, or volunteering at a hospital, as some examples.
- Time spent on maintenance or cleaning of your own Grange hall is not considered hours to be counted for Helping Hands.

EMPTY PLATE PROJECT

2024-2025

Granges are encouraged to collect non-perishable food items for local food banks or other food needs. Granges are also encouraged to provide meals/potlucks for community events and programs they host.

Grange Name _____ Grange # _____

Project Contact Person _____ Phone # _____

Email Address _____

Name of Project(s) _____ Date(s) _____

- You may write your summary here, or you may write a separate report(s) that follows this page. You may use this page multiple times.
- If you have described this project in one of your **Star Reports** (*the preferred reporting method*) please ensure you've used the same name for the project both there, and on this form, and indicate here in which color Star Report you have already described it. No further description here is needed.

Colorado Membership Report

It is important that we increase our membership each year in order for our organization to grow and prosper. Alan Caldwell, Membership Director, is offering an award for the Grange that has the most net members and each Grange with an increase of seven new members in the **2024-2025** year, as well as awards for top recruiters. National Grange recognizes the State Granges that have increased membership each year. Please complete this form and return it by September 3, 2025 (or you can bring it with you to the Colorado State Grange conference and give it to Alan then) even if you do not have any new members this year. Thank you. We need this report even if you do not have new members.

NAME OF GRANGE: _____

MASTER / PRESIDENT: _____

SUBMITTED BY: _____

TOTAL MEMBERSHIP SEPTEMBER 1, 2023 _____ AUGUST 31, 2024 _____

Recruiter:

New Member:

Number of members lost in 2023-2024 _____

Number of members deceased in 2023-2024 _____

If submitting printed reports by mail, please complete this report and return by September 3, 2024 to:

Alan Caldwell, Director

734 Conestoga Creek Rd.

Florissant, CO 80816

aecaldwellatcabin@gmail.com