

MEMBER ACTIVITY REPORT - CGAUX-31

- A. GENERAL** - This form is used to record hours spent on Auxiliary activities not reportable on CGAUX-26, Activity Report-Mission.
- B. SECTION TYPE OF MISSION** - All time reported on this form will be Mission Type 99, which is 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-MISSION INFORMATION**
1. DATE - Enter the date you performed the mission/activity (MM/DD/YY, 01/10/97).
 2. TYPE/LOCATION OF MISSION - Briefly state the type and location of Auxiliary related missions/activities *otherwise reported* on the Mission Activity Report, CGAUX-26. Examples of types of mission/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 & Staff Officer duties.
 - d. Time spent performing Auxiliary Committee duties.
 - e. Time spent coordinating activities with other agencies/organizations.
- * Time spent includes; Mission, Preparation & Travel as stated in the next paragraph.*
3. HOURS - The actual time spent performing a particular mission/activity; time is entered in whole hours, rounded to the nearest hour (Less than 30 minutes = zero).
 - c. Mission - Enter the actual time spent on the mission/activity.
 - d. Preparation - Enter the time spent preparing for the mission/activity.
 - e. Travel - Enter travel time from home to the mission/activity and return.
 - f. Total - Enter the total time accumulated for this particular mission/activity.
 4. 24 HOUR MISSION/ACTIVITY- For this report only, when an Auxiliarist spends time on a mission/activity which lasts over 24 hours, all mission/activity, preparation and travel hours are reportable from the time the Auxiliarist leaves home until returning home again. 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 examples of when an Auxiliarist would report total time spent. When an Auxiliarist participates in a mission/activity and leaves and returns home on the same day, only the time spent away from home on the mission/activity would be reported.
 5. TOTAL HOURS (CANNOT EXCEED 99 HOURS) - Enter the sum of the total hours column.
 6. MEMBER'S SIGNATURE- Sign your name as entered on the form.
 7. REPORT NUMBER- Forms should be consecutively numbered for the year. (001, 002, etc.)