



section 4
**TRACKING
SERVICE HOURS**

SERVICE HOUR BASICS

INTRODUCTION

At its core, Key Club is a SERVICE organization. Thus, organizing and attending service events should be prioritized throughout the term- as well as accurately recording the attendance, total service hours, and other data from the event.

WHAT COUNTS AS SERVICE?

According to the Key Club International Guidebook, a service hour is any hour of service performed by an individual Key Club member with the approval of his/ her club's board of directors (typically the board officers).

DOES COUNT

- Service project planned by a Club or Division in which members are actively performing service
 - Example: Park Clean Up or Dog Toy Making


- Hours spent running or preparing for a fundraiser for any charity - however, the fundraiser CANNOT financially benefit Key Club in any way
 - Example: 100% of bake sale profit gets donated to PTP

DOES NOT COUNT

- Attendance at:
 - DCMs
 - Fally Rally/ DCON
 - Training Conferences
 - Key Leader
 - Key Club meetings

- Donations

This term, we want to move away from asynchronous service events such as "FreeRice" and "Pause For." As we are a service organization, we want to make sure we are partaking in events that give back to our community-directly.

DOES COUNT	DOES NOT COUNT
<ul style="list-style-type: none"> ● Service event planned by an outside organization that Key Clubbers are able to volunteer at running booths, tutoring, serving food, etc. <ul style="list-style-type: none"> ○ Example: Volunteering at the AIDS Walk, Book Drives, Clothing Drives, etc. 	<ul style="list-style-type: none"> ● Administrative Hours/ Mandatory work required of a position <ul style="list-style-type: none"> ○ Example: Filling out the MRF or completing Articles and Visuals
<ul style="list-style-type: none"> ● Service projects at DCMs, Training Conferences, DCON, ICON, etc. <ul style="list-style-type: none"> ○ Keep in mind that it is only the time of the event that is spent on the service project 	<ul style="list-style-type: none"> ● Fundraisers that financially benefit a club <ul style="list-style-type: none"> ○ Example: A Bake Sale that's funds go towards DCON transportation fees
<ul style="list-style-type: none"> ● Time spent planning a service event for a Division or Club 	<ul style="list-style-type: none"> ● Incentives <ul style="list-style-type: none"> ○ Hours being used as a reward for non-service
	<div data-bbox="639 1457 1382 1843" style="background-color: #d9ead3; padding: 10px; border: 1px solid #ccc;"> <p><i>There is no exchange or substitute for a service hour! Service hours must be awarded based on the TIME spent actually serving in a valid project! Any kind of incentive system or invalid hours is considered invalid, and can result in your club getting disqualified from receiving awards at the end of the term so make sure you're following proper procedure!</i></p> </div>

HOW TO TRACK *service hours*

Generally, you will want to use the service record on your tab or a similar structure to track the cumulative service hours of your club and members. For tracking hours for individual events, however, here is a step by step to breakdown:

STEP 1:

Bring a paper or electronic **sign-in sheet** to have members sign in and out of events. If the event is virtual have a sign-in Google Form or record the participants list.

STEP 2:

After the event, transfer the data to the **Service Record tab** in the MRF. On this tab, you provide the name of the event, date(s), and number of hours served by each member who attended.

STEP 3:

On the **Monthly Tab**, complete the Projects Section and Project Snapshot Section. The total number of hours can be found at the top of the Service Record tab for each project. Make sure to categorize your project and provide a Project Chair!