

### INTRODUCTION

Hello Cali-Nev-Ha BEES!

Recording service hours are one way we keep track of progress within clubs, divisions, and even the district. Some clubs may already have great organization in keeping track of service hours and some clubs may not know what the best way is to record their members' hours. This service hours guide will inform you and your club about the documentation of service hours. We hope that you will find this guide as a useful resource for your Key Club term!



## Table of Contents

|   |     |
|---|-----|
| Title Page.....                           | 1   |
| Introduction.....                         | 1   |
| What is a Service Hour? .....             | 2   |
| Utilizing Service Hour Forms.....         | 3-5 |
| Club Service Event Hours Sheet.....       | 3   |
| Individual Service Event Hours Sheet..... | 4   |
| Individual Service Hours Log.....         | 5   |
| Recording Hours from Year to Year.....    | 6   |
| Importance of Service Hours.....          | 7   |
| Closure.....                              | 7   |

## According to Key Club International:

A service-hour constitutes any hour of service performed by an individual Key Club member with the approval of his/her club's board of directors. (Key Club International Guide book: Article XXVII: Section F: Sub-section 7). This means that each club's Board of Directors directly chooses how and which hours count towards a member's overall service total.

### Counts as a Service Hour

- Service projects announced by your home club
- Book drives, food drives, clothing drives, etc.
  - Counting, packaging, delivering, etc.
- Working at a fundraiser for preferred charities
  - i.e. Project Eliminate, Pediatric Trauma Program, etc.
- Working at a project with an outside organization
- Service as a host club at District Convention
- Presenting projects at the Service Expo in District Convention
- Preparing and presenting a workshop at a training

Whether or not a particular event should be recorded as a service hour is decided by each club's Board of Directors. Events that should be cleared before recorded include:

- Projects not specific to Key Club
- Church events
- Donations collected by the club for the preferred charities or other organizations

### Does NOT Count as a Service Hour

- Attendance at...
  - Division Council Meetings (DCM)
  - Fall Rally North or South (FRN/FRS)
  - District and International Convention (DCON or ICON)
  - Officer or Region Training Conference (OTC or RTC)
  - Key Leader
- **\*\*If a service project is performed at an event, for example, a DCM, only the time spent performing service may contribute to service hours**
- Club, board, committee or other non-service planning meetings.
- Club Rush/Day
- Socials, parties, or dances
- Mandatory duties and responsibilities
- Fundraisers for the club's use
  - Ex: for socials, banquets, Fall Rally, Conventions, etc.
  - Fundraisers at restaurants or other food stores
  - Time spent unrelated to service project (eating, sleeping, etc.)
- Any kind of transportation to and from a project
- Paid and unpaid internships
- Any time in which a member is paid for his or her service

Introducing new Service Hour Forms all clubs can utilize to efficiently document service hours! All forms can be found on the CNH Cyberkey under Resources > Manuals, Forms, Guides > Service Hours [here](#).

## Club Service Event | Hours Sheet

The Club Event Service Hours Form is used for specific service events hosted by the club to identify the participants and the total number of hours served. These forms should be available to event chairs coordinators by officers at club meetings.

When to turn in: Event chair coordinators/club officers should turn in this sheet to the next club meeting following the service event.

**CNH | KEY CLUB**

**Club Service Event | Hours Sheet**

**1** General Club Event Information

Event Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Times: \_\_\_\_\_  
Location: \_\_\_\_\_  
Chair Name: \_\_\_\_\_  
Chair Contact Information: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**2**

|    | Member Name | Time In | Time Out | Total Hours (round to nearest half hour) |
|----|-------------|---------|----------|--|
| 1. |             |         |          |  |
| 2. |             |         |          |  |
| 3. |             |         |          |  |
| 4. |             |         |          |  |
| 5. |             |         |          |  |

**3** For Secretary Use\*

Date received from Chair: \_\_\_\_\_  
Date recorded in Club Monthly Report Form: \_\_\_\_\_  
Secretary's Signature: \_\_\_\_\_

### (1) General Club Event Information:

- This section should include the general event details, including the event name, date, time, location, and chair.

### (2) Participants List:

- This section includes the names of all participants, the check-in/out time on the day of the event, and the total number of hours. Please round hours to the nearest half hour (for example, 2 and a half hours should be recorded as 2.5)

### (3) Secretary's Section:

- This section, found at the bottom of the form, is for the club secretary to document that the event sheet was given to him/her by the chair or event supervisor.

## Individual Service Events | Hours Sheet

The Individual Event Service Hours Form is used to keep track of events not hosted by the club that individuals complete on their own to be recorded as club service hours.

When to turn in: Members should bring these hours sheets at the end or very beginning (depends on secretary's preference) every month to the club secretary to record hours into club's Monthly Report Form. Another recommendation is to copy this sheet so the member can have one copy and club secretary can have the other copy.

CNH | KEY CLUB

Individual Service Events | Hours Sheet

1

General Individual Information

Name of Member: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

|    | Date | Name of Event | Total Hours | Supervisor's Name | Supervisor's Phone Number | Supervisor's Email | Supervisor's Signature |
|----|------|---------------|-------------|-------------------|---------------------------|--------------------|------------------------|
| 1. |      |               |             |                   |                           |                    |                        |
| 2. |      |               |             |                   |                           |                    |                        |
| 3. |      |               |             |                   |                           |                    |                        |

4

*\*For Secretary Use\**

Date received from member: \_\_\_\_\_

Date recorded in Club Monthly Report Form: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_

### (1) General Individual Information:

- This section should include the individual's information, including name and contact information.

### (2) Event Details:

- This section includes the event details including the name of the event, date, and hours.

### (3) Supervisor's Information

- This section includes the information of the event's supervisor, including contact information and a signature, to show proof of participation.

### (4) Secretary's Section:

- This section, found at the bottom of the form, is for the club secretary to document that this sheet was given to him/her by the individual to be recorded.

**Side-note:** There are 2 different formats of this service hour form: landscape and mini-pocket version.

Both formats include the same graph for recording information. Download whichever format is easier for you to carry around when performing individual service hours and/or whichever format your club secretary suggests.

## Individual Service Hours Log

The Individual Service Hours Log is used for individuals to keep track of both club and individual service events. This form is not turned in to the club secretary and is simply to provide individuals with a record of their own service hours for their own personal use.

**CNH | KEY CLUB**

**Individual Service Hours Log**

This sheet is for members to keep track of both club and individual service events for their own personal use.

1
 Name:  
 Member ID:

|    | Date | Name of Event | Total Hours | Club event (CE) or individual event (IE) | Hours submitted to secretary (yes or no) |
|----|------|---------------|-------------|--|--|
| 1. |      |               |             |  |  |

3
 Advisor's Signature:  
 Contact Information:

4
 Total Service Hours:

### (1) General Individual Information:

- This section includes the individual's information for their own reference. It is important to record the Key Club Term to know which year you performed a certain service event or want to see how much you have served from freshman to senior year.

### (2) Event Details:

- This section includes the event details including the name of the event, the number of hours served, if it was held as a club event or individual event, and if the hours were submitted to the secretary to be recorded in monthly report forms.

### (3) Advisor's Information

- When applying for scholarships, or whenever in need of proof for service hours, this section can be filled out by an advisor to provide evidence of service.

### (4) Total Service Hours

- This section is used to total up the number of hours served and/or recorded at the end of the year.

Recording hours from freshman to senior year is a difficult task for you, club secretaries, and advisors to keep track of. However, when applying for scholarships or just out of curiosity, knowing how many hours you have served the community in your high school career can benefit you by massive amounts.

## 5 tips to keep track of freshmen-senior year service hours

1. Member's Effort: Keep track of your own individual service hours logs from year to year. By having four logs total, you can see how many hours you have served for each year and a total number of hours if you add them up. Also, having the advisor's confirmation and signature on each service hours log may help you with showing proof of community service hours when applying for scholarships or filling out your resume.
2. Club Secretary's Effort: Secretaries should be filling out club monthly report forms as accurately as possible so that members can rely on those numbers if they lose their service hour logs. Secretaries should also keep the club's monthly report forms from past years so they can provide historical data (for example: how many hours a senior has served during their freshmen year).
3. Club President's Effort: Presidents can post the total number of service hours each member has on a quarterly basis (once every 3 months). This could help members know how many hours were documented and if the total number of hours does not match their log hours, members can address this problem to the secretary. Finding inaccuracy in recording service hours earlier than later is always better because finding missing service hours within four years will take more time and effort.
4. Club Advisor's Effort: Advisors could also keep yearly service binders that keep all club event service hours forms and individual service hours forms that were collected from that specific Key Club term. Having physical records of data in a binder at Key Club meetings rooms will be an easy way to find past service hour data.
5. Member's Effort: If you do not want to bring various papers around when you attend service events, write down the number of service hours in a place where you look often. Start a note in your phone of how many hours you have served at each event. Towards the end of month, look back to the note on your phone and fill out the individual service hours sheet and service hours log. This will help write down the service hours when it is fresh in your head, and you can look back at it to quickly type those hours in when you physically have the forms in front of you again.

## Why Should I Record My Service Hours?

- To receive recognition
- To contribute to district goals
- To see how much your club improves year to year
- To make your Lieutenant Governor happy
- To record your high school service records
- To prevent the question “How many service hours do I have?”
- To accurately inform colleges how many hours you have, and which projects you participated in to receive them
- To have accurate results of hours we have as a whole district
- To see how much time you have put into shaping your home, school, and community

## CLOSURE



We hope that you have learned more about recording service hours from this guide. We wish you the best of luck when it comes to recording your service hours accurately. Remember that documentation requires cooperation among members, officers, and advisors. By utilizing the service hour forms and this guide, we hope that they will help you reach one of our District Goals, **SERVICE:** to complete 5 service projects every month. If you have any questions, comments, and/or concerns, please feel free to contact the Service Projects Committee: [cnhkc.sp@gmail.com](mailto:cnhkc.sp@gmail.com).