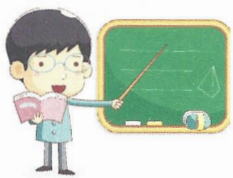


Service Hours Include

Educating/ passing out information



Giving a report/final report



Baking



Set Up



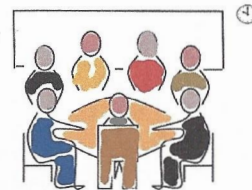
Fund raising



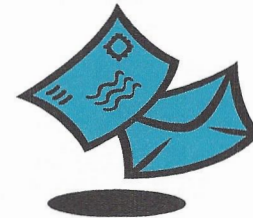
Phone calling/emailing



Committee work/Planning



Thank you cards



Writing an article



Shopping



The actual project



Clean up



What counts as a service hour? *External Programming ONLY!!*

Educating, fund raising, writing an article, giving a report, passing out information, project fairs, and working on a project (everyone involved) count towards service hours. It is very important to report this information on your reports whether it is an LPM or DPM report. This is the only way MN WT is able to really know the impact we are having with the foundations we support. Service hours are always under reported.



How do you figure service hours?

Service hours should include time that ALL chapter members worked on a project. This includes committee work, planning meetings, set, the actual project, clean up, and preparing final reports. Figure service hours for EVERYONE that worked on a project, not just the committee or chair.

How are service hours calculated: Number of individuals working on project X Number of hours worked

Example: Games in the Park - One Project for Youth and Community Involvement
Committee meeting: 5 members X 1.5 hrs = 7.5
Buy prizes: 2 members X 2 hrs = 4
Set up: 10 members X .75 hrs = 7.5
Running activity: 15 members/volunteers X 2 hrs = 30
Take down: 10 members X .5 = 5
Write up, report at meeting, newsletter article: 1 member X 1 hr = 1
Total Service Hours: 55
Total Money Raised: \$500.00

How do you track service hours?

- Ask your chapter president to put an information needed line on the meeting agenda. Information needed can include the number of members participating, service hours, dollars raised. When the committee reports, information can be filled in.
- Have paper copies of the LPM reports available at each meeting. Encourage the LPMs to record any monthly activity in their area during meeting. At the end of the trimester use the three handwritten sheets to complete the Trimester LPM report that is submitted to the district program manager and state program manager.
- Encourage project report information to be included in your chapter newsletter. All members have use of this information to complete their reports.
- Define what area each project should be reported under at your meeting. Remember, that there are new members that are LPMs and they are not always sure what area an activity or project should be reported in.

It's Never Too Late to Send in Information!

If your chapter missed reporting for a trimester, it is never too late to send the information in! Either send a separate report for that trimester or include it in the trimester that you are reporting on.