

DEFINITION OF A SERVICE HOUR

Key Club International Guidebook

“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 Guidebook/Section 2. Key Club International Board Policies, F. Club Structure and Activities, 7. Definition of a Service Hour)

Florida District of Key Club Policies and Procedures

What counts as a service hour:

- ☞ Projects pre-approved or organized exclusively by the individual Key Club;
- ☞ Any project that contributes to the overall betterment of the community;
- ☞ Book drives, food drives, or any other drive benefitting others (the service is the actual time worked to collect, count, package, and/or deliver the objects);
- ☞ Serving as a volunteer at the District Education and Leadership Conference or Key Club International Convention (actual time worked, not time attending these events);
- ☞ The time expended in planning a project will be counted as a reportable service hour.
- ☞ Portions and hours of the following district and International events qualify as service hours as reported by the district secretary or other designated district board member: District Conference (DCON), Key Club Kickoff Conference (KCKC), Spring Zone Rally, International Convention (ICON), Leadership Conference (LeadCon), Governors and Administrators Training Conference (GATC), and Key Leader.
- ☞ When reporting hours on Pride Reports or award applications, only hours worked by dues-paid members of that Key Club can be recorded. No outside volunteers can count towards these hours.

What doesn't count as a service hour:

- ☞ Attendance at DCMs, KCKCs, Zone Rallies, DCON, and ICON not officially designated as qualifying for service hours. (Exception: time spent doing a service project at these events can count.)
- ☞ Club, Board, committee or other non-service planning meetings.
- ☞ Any Kiwanis Family meetings where project planning was not its purpose
- ☞ Socials or church services (attending worship services, etc)
- ☞ Anything considered to be a chore or that is supposed to be done
- ☞ Fundraisers for the individual Key Club’s own use (Example: raising money to have an end of the year banquet or to attend DCON or ICON)
- ☞ Time spent at portions of district and International events that have not been reported by the district secretary or other designated district board member as qualifying for service hours will not count except for time spent at service projects associated at such events.
- ☞ Providing transportation for members or time spent going to and from a service project

NOTE: *Clubs may award additional hours for incentive purposes or purposes for their own records, however they must not be reported to the District as Key Club service hours.*