



KEY CLUB
FLORIDA DISTRICT

SERVICE HOUR GUIDE



Florida District of Key Club International Inc.
2017-2018

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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)

This is what constitutes a service hour:

- ⇒ Projects pre-approved or organized by the individual Key Club
- ⇒ Any project that improves the community
- ⇒ Book drives, food drives or any other drive benefitting others (the service hour is the actual time worked to collect, count, package, and/or deliver the objects. Hours are not given based on items provided)
- ⇒ Serving as a host club at the District Education and Leadership Conference or Key Club International
- ⇒ Conventions / conferences (actual time worked, not time spent attending these events)
- ⇒ The time spent in planning a project will be counted as a reportable service hour
- ⇒ The time spent participating in service projects held at Divisional, District, and International events
- ⇒ When reporting hours on Pride Reports or award applications, only hours earned from Key Club approved projects and worked by dues-paid members of that Key Club can be recorded. No outside volunteers can count towards these hours.

DEFINITION OF A SERVICE HOUR (cont.)

This is what does not constitute as a service hour:

- ↪ Attendance at DCMs, KCKCs, Zone Rallies, DCON, and ICON (Exception: time spent doing a service project at these events)
- ↪ Club, Board, committee or other non-service planning or meetings
- ↪ Any Kiwanis Family meetings where project planning was not its purpose
- ↪ Socials, parties, dances, or church services
- ↪ Fundraisers for the individual Key Club's own use, such as, but not limited to, raising money to have an end of the year banquet or to attend DCON or - ICON)
- ↪ Time spent not working during overnight service projects such as but not limited to, eating and sleeping
- ↪ Providing transportation for members and time spent going to and from a service project
- ↪ Paid and unpaid internships
- ↪ Any time in which a member is paid for his or her services (unless the payment is to the club to be used in community service)

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.

Approved by the Florida District of Key Club Executive Committee
October 10, 2017

TRACKING SERVICE HOURS

Members:

Have individual members keep track of their own hours by utilizing a service log for each year. Get the advisor's confirmation and signature on each hour log may help show proof of community service hours when applying for scholarships or filling our forms.

Club Secretary:

Secretaries should fill out monthly report forms as accurately as possible so that members can rely on those documents as needed. Hour logs from the previous year should be archived so they provide a resource in future years.

Club Class Directors:

Directors should fill out monthly report forms as accurately as possible so that members of their class can rely on those documents as needed. Hour logs from the previous year should be archived so they provide a resource in future years.

A MESSAGE FROM THE COMMITTEE

Leaders of the Florida District,

I hope this booklet will be a big help to your club. Keeping track of service hours will provide many benefits in the future.

Accurate recordings will allow you to receive recognition, contribute to district goals and see improvements in your home club form year to year. You will also know how many hours you have pocketed handy that will help you apply for scholarships and other incentives. We hope that you have learned more about service hours and we hope this guide will have helped you succeed in the realm of tracking hours. If you have any questions or concerns, feel free to reach out to the Service and Major Emphasis Committee.

Our committee is committed to helping servant leaders be successful in all that they do. We advocate for meaningful and impactful service throughout the Florida District with emphasis on increasing district involvement with Key Club associated charities. Additionally, we work together to provide ideas, training, and motivation regarding service project planning and implementation. We aim to serve as a resource for other Lieutenant Governors and individual clubs throughout the Mighty Florida District.

P.S. Make sure to use #flkcservice when you post so we can see all the great service you're up to!

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