

## **Helpful Definitions of Service Hours for Club Secretaries**

### **Q. What Is The Suggested Definition Of A Service Hour?**

A. Any hour of service performed by an individual Kiwanis Family member with the approval of his/her Club's Board of Directors. Kiwanis Family is defined as Kiwanians and their families, members of a Service Leadership Program and other volunteers recruited by Kiwanis to work on a specific project/activity. The time spent in planning a project may also be reported.

### **Q. What Counts As A Service Hour?**

A. Hours of service performed at a project or activity that is pre-approved and/or organized with the approval of the Kiwanis Club's Board of Directors.

### **Q. What Does Not Qualify As A Service Hour?**

A. Attendance at the following: Division council meetings; Governor's official visits; District and International conventions; club, board or committee meetings; individual attendance at church activities or socials; any hours performed for the betterment of the community that are not pre-approved by the Kiwanis Club's Board of Directors.

### **Q. Can You Give Us A General Rule Of Thumb?**

A. Projects that are "initiated and approved" by the Board of Directors count as reportable service hours. Projects that are undertaken because of a person's involvement with other organizations, charities and groups that have not been "initiated and approved" by the Board of Directors do not qualify as reportable service hours.

### **Q. How Do We Report How Many Individuals Benefited?**

A. Provide your best estimate of the number of people directly benefited by the project. If you immunized 60 children, 60 people directly benefited. Do not include the family, the community and others who benefit indirectly.

### **Q. Can We Count Committee Planning Meetings?**

A. Many successful projects require extensive planning prior to, and following, the event. These hours may be included in Service Hours, in addition to the actual hours of direct service to the Community.

### **Q. Why are we getting these definitions?**

A. We are attempting to clarify widely varying definitions and misconceptions. Our objective is to provide a uniform method of reporting, so that all clubs are reporting on the same basis. This will provide greater accuracy and a clearer understanding of the direct impact of Kiwanis initiated projects.