

What is a service hour?

CKInsider

A 2009-2010 CKI Service Committee Exclusive

Making every hour count!

October 27th, 2009

Greetings CKI!

“What exactly is a service hour?” is one of the most common questions asked from members and club secretaries alike. This CKInsider piece will explore the different aspects and the dos and don'ts of what a service hour is in accordance to the CKI Governing Documents.

I hope that you find this educational piece educational and share it with anyone you feel may benefit. **Questions?** Feel free to contact any member of the CKI Service Committee.

Yours,

Kristen M. Reed

Kristen M. Reed

2009-2010 CKI Service Committee Chairwoman



IMPORTANT DEFINITIONS

- **Voluntary act** –An act for which no payment is received for the service rendered.
- **Service project** –A voluntary act by one or more dues-paid members of a CKI club for the sole benefit of an individual or group of individuals who possess a need for said services.
- **Service hour**–60 minutes of work performed by a dues-paid member of a CKI club on a service project approved by the club or club board of officers.
- **Charitable entity** –An organization that provides service or monetary assistance to an individual or group of individuals who possess a basic need for said services.
- **Administrative hour** –60 minutes of work performed by a dues-paid member of a CKI club on behalf of that club. This includes fundraising for the club, preparing for club meetings, working on club publicity and promotion, or even district or international publicity and promotion, etc. These are **not** the same as CKI service hours!

Events that **do not** count towards CKI service hours:

- Travel time or time spent at any non-CKI service events
- Administrative hours
- Projects which are not open to the entire CKI club or which are not pre-approved by the CKI Club Board of Officers

Events that **do** count towards CKI service hours:

- Service project preparation time–This includes the time spent coordinating a particular service project, including planning and setup
- Travel time–for a project which is mainly service in nature, FULL travel time may be counted; for a project which is service and social in nature, ONE-WAY travel time may be counted
- Fundraisers for which funds are donated to a charity
- Any CKI-sponsored service project (hosted by a CKI club, district, or international) or a service project not directly sponsored by CKI but which has been pre-approved by the CKI Club Board of Officers and is promoted to and/or is open to the entire club for participation.

THE 2009-2010 SERVICE COMMITTEE

KRISTEN REED – New York District, **RACHEL BENNETT** – Southwest District, **LAUREN DELANA** – Utah-Idaho District, **AVANTI KOLLARAM** – Capital District

LYSSA BERGSTROM – Wisconsin-Upper Michigan District, **TOBY MARKHAM** – Ohio District, **GRANT LIN** – Indiana District

MINERVA THAI – Carolinas District, **CAL BURTON** – Capital District