



## 48 - HOUR SERVICE REQUIREMENT GUIDANCE

The Links, Incorporated's Manual of Procedures states that "active members of The Links, Incorporated are required to accumulate a minimum of forty-eight (48) hours of service per year to the organization through service sanctioned by and a part of her chapter's programmatic thrust." This guidance is designed to provide standard operational procedure on meeting this requirement. The service hour requirement is designed so that the bulk of hours are earned through engaging in direct service to the community. It is important to note that while much time is expended by Links on operational tasks, there are a limited number of hours you may earn for those activities.

### **Activities that earn service hours include:**

**Chapter Program Service:** actual hours engaged in service

**Chapter Meetings:** 2 hours maximum per chapter meeting (excluding social and mealtime)

**Facet Committee and Standing Committee Meetings:** actual meeting hours (excluding social and mealtime)

**"NEW" Chapter Retreats:** Up to 8 hours maximum per fiscal year (excluding travel time)

**Chapter Fundraising Activity:** 5 hours (maximum) for the actual event time PLUS 10 hours (maximum) for fundraising preparation activities (ticket or ad sales, etc.) The total maximum hours that can be earned for fundraising activity is 15 hours.

**Other Links Service:** participation in certain Area meetings as may be designated by the Area Director, and participation in certain National meetings as may be designated by the National President. Please refer to the "Service Hours At-a-Glance" chart below for details.

**Leadership Service:** Area and National Officers, Committee Chairs and Committee members will be granted service hour credit for service given in the facilitation of their committees' responsibilities and/or officer duties. Examples of hours for which credit may be taken include, but are not limited to conference calls; time spent writing reports and/or minutes; power point preparation; site visits; preparation time for meetings; and time presenting workshops at Area Conferences and/or National Assemblies.

**Activities that DO NOT earn service hours include:** travel time; local (non-Link) community service; social and meal time at meetings (except for chapter retreats), attendance at National Assembly and Area Conferences.

### **Important Deadlines and Timelines:**

May 1 to April 30 – The Links, Incorporated Fiscal Year, in which Service Hours are accumulated

April 1 – Last day to submit service hours to your Chapter's Membership Chair

NOTE: If your programming timeframe extends beyond April 1, members may project an estimated number of service hours that will be accumulated after the chapter's submission of its Master Data Form. If an estimate is necessary, hours may only run through April 30. Chapter leadership is responsible for ensuring the integrity of the service hours reported. (NOTE: Recommended best practice is to submit service hours in real time or as soon as possible)

May 1 – Final DEADLINE for all dues to be submitted to national headquarters. Any dues submitted after April 1 will incur a late fee.

## FREQUENTLY ASKED QUESTIONS

**If I do not have 48 hours to submit by April 1<sup>st</sup>, will my dues be sent in with the rest of the chapter members in May?** No, you must meet your required service hours by April 1. If not, your dues will not be electronically submitted to national headquarters. NOTE: Members may project an estimated number of service hours that will be accumulated after April 1. If an estimate is necessary, hours may only extend through April 30. Chapter leadership is responsible for ensuring the integrity of the service hours reported.

**What happens if I did not meet the 48-hour service requirement and my chapter's fiscal year and programming activities have ended?** Failure to meet the 48-hour service requirement will result in the dues payment not being accepted and forfeiture of membership.

**Why doesn't attendance at National Assemblies and Area Conferences count?**

Attendance at National Assemblies and Area Conferences is part of the one and five certification requirement which is a membership requirement for each member.

**Who is responsible for tracking my service hours?**

The Vice President of Membership. All chairpersons are responsible for verifying and validating service hours of committee members and turning it over to the Vice President of Membership. (Best practices suggest that individual members should also maintain a personal log of service hours)

**As an affiliate member, what parameters do I follow?**

The 48-hour service requirement is required of all members except those who are classified as Alumna, Platinum, Provisory and on leave of absence. Affiliate members are required to complete 48 hours of service on behalf of The Links, Incorporated in order to maintain their membership. Affiliate members can work directly with a nearby chapter when feasible and possible; and can participate as a part of a facet program project. Affiliate members can perform community service related to facet recommendations; or can engage in a community service project that is already established in their community, provided it is done on behalf of The Links, Incorporated. The affiliate member will be expected to provide proof of participation and will be responsible for keeping her own records. She will need to provide a copy of her proof of participation/service hours to the national headquarters before April 1.

**Do we earn additional service hours if chapter meetings or chapter retreats last more than two hours or eight hours, respectively?** No more than **two (2)** hours should be counted for chapter meetings, excluding the social hour and time set aside for meal consumption and run-over time. No more than **eight (8)** hours should be counted for chapter retreats, excluding travel time.

**How much time can one count in preparation time and who is eligible to count preparation time?**

Officers and committee chairs can count up to three (3) hours maximum per committee chaired or office held for preparation per month. Everyone who actively participates in fundraising activities can count up to 10 hours maximum for fundraiser preparation, i.e. ticket selling, ad collecting, etc.

## SERVICE HOURS AT-A-GLANCE

Activity	Maximum Service Hours
Chapter Program Service	Actual Time (Excluding travel time, meals and social hour)
Community Service at National Assembly and Area Conferences	Actual Time Served Prior to the Start (Excluding travel time, meals and social hour)
Chapter Meetings	2 hours (Excluding travel time, meals and social hour)
Facet Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Standing and Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Chapter Retreats	Up to 8 Hours Maximum - per fiscal year (Excluding travel time)
Preparation time each month by Chapter Officers and Committee Chairs	3 Hours (Per month, per Committee chaired or Office held)
Links sponsored Webinars and/or Virtual Training & Programming	Actual Time
Meetings with other organizations in a chapter-approved joint venture or program	Actual Time (Excluding travel time)
Chapter Fundraising Event and Fundraiser Preparation	Up to 15 Hours Maximum Inclusive of event (up to 5 hours) and preparation (up to 10 hours) with activities determined by the chapter
Chapter Fundraising Committee Meetings * <i>(*Provided Fundraising Committee is a named standing committee set forth in the chapter bylaws)</i>	Actual Time* (Excluding travel time, meals and social hour)
Collaborative Meetings/Activities with other Chapters (i.e. Cluster Meetings, Multi-Chapter Activities, etc.)	Actual Time (Excluding travel time)
Area Leadership Summits	As determined by Area Director (Excluding Travel Time)
National Leadership Summits	As determined by National President (N/A during National Assembly and Area Conferences)
National Committees and Area Committees	Actual Time (N/A during National Assembly and Area Conferences)
Links Day at the U.S. Capitol	Actual Time at the Capitol (Excluding travel time)
National Assemblies and Area Conferences Attendance	None
Committee Service at National Assemblies and Area Conferences	Actual Time
Annual Meetings of The Links Foundation, Incorporated	Actual Time
Protocol Escorting of VIP's (for National Assemblies and Area Conferences Only)	As determined by National President (National Assemblies and by Area Director (Area Conferences)
Travel Time	None