



48-HOUR SERVICE REQUIREMENT

SERVICE HOURS AT-A-GLANCE

Activity	Maximum Service Hours Earned
Regular Chapter Meeting	2 (Excluding travel time, meals and social hour)
Facet Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Standing Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Preparation time each month by Chapter Officers and Committee Chairs	3 (Per month)
Chapter Program Service	Actual Time (Excluding travel time, meals and social hour)
Meetings with other organizations in a chapter-approved joint venture	Actual Time (Excluding travel time)
Chapter Fundraiser	Actual Time of Event (Including set-up and breakdown)
Fundraiser Ticket Sales	5 (As determined by the chapter)
Cluster Meetings	Actual Time (Excluding travel time)
Area Leadership Summits	As determined by Area Director (Excluding Travel Time)
National Committees and Area Committees	Actual Time (Including preparation Time)
Links Day at the Capitol	Actual Time at the Capitol (Excluding travel time)
National Assemblies and Area Conferences	None
Committee Service at National Assemblies and Area Conferences	Actual Time
Travel Time	None

SERVICE HOURS

FREQUENTLY ASKED QUESTIONS

I. If I do not have 48 hours by April 1st, when dues are submitted, will my dues be sent in with the rest of the Chapter members?

No, You will need to complete your required service hours before your dues can be sent to the National Headquarters.

2. What counts as service hours?

- a. Chapter meetings (All meetings should exclude time set aside for social hour and meal consumption.)
 - b. Facet Committee meetings
 - c. Standing Committee meetings (all chapter standing committees, i.e. fundraising, social, etc.)
 - d. Chapter Program Service - This refers to the actual project(s) and time spent.
 - e. Chapter Fundraising - This includes the actual fundraising event and all things leading up to the event such as ticket selling (no more than 5 hours), and fundraising sub-committee work.
 - f. Other Link service - This could include cluster meetings, area summits, residential forums, area committees/national committees, etc. This category could also include responsibilities. Time spent working with other organizations in a chapter-approved joint venture that will benefit both The Links chapter collectively and the other organization could also be considered for this category.
- * **Community Service** - This category is for your work with other community organizations. This will not be considered for the 48 hour service requirement, but could prove helpful in securing underwriting and other funding sources.

3. Does attendance at National Assemblies and Area Conferences count?

No. Attendance at National Assemblies and Area Conference is part of the one and five requirement. Members serving as delegates or alternates can receive service hours for plenary sessions and all members can receive attendance credits for meetings of The Links Foundation.

4. Who or what committee is responsible for maintaining the data?

The Vice President of Membership and her Membership Committee. All Chairpersons are responsible for verifying and validating service hours of committee members and turning it over to the Membership Committee.

5. As an affiliate member, what parameters do I follow?

The 48 hour service requirement is binding on all members except those who are classified as Alumna, 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. They can link with a nearby chapter when feasible and possible and serve as a branch for a facet program project or other service. They can perform community service related to facet recommendations, or they 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 to her Area Director and one to the National Headquarters before April 1st.

VI. Do Chapter meetings count towards 48 hours?

Yes, Chapter meetings and Executive Committee meetings count excluding the social hour and time set aside for meal consumption. No more than 2 hours should be counted for Chapter meetings.

SERVICE HOURS

FREQUENTLY ASKED QUESTIONS

7. When can we begin counting hours and what months count ?

You start counting your hours from May 1 to April 30th. You will need to enter hours by April 1st in order that hours can be recorded on the Master Data Form.

8. 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 3 hours maximum for preparation per month. Every one can count up to 5 hours maximum for pre-fundraising preparation, i.e. ticket selling, ad collecting, etc.

Original 2010, Eneid A. Francis, Southern Area Vice Director

Revised 2015, Sylvia Perry, Southern Area Vice Director