



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 Meeting – 2 hours maximum (less social and meal time)

Facet Committee and Standing Committee meetings – actual meeting hours (less social and meal time)

Chapter Fundraising activity – 4 hours (maximum) for the actual event time PLUS 5 hours (maximum) for fundraising preparation activities (ticket or ad sales, etc.) The total maximum hours that can be earned for fundraising activity is 9 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 "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, attendance at National Assembly and Area Conferences.

Important Deadlines and Timelines:

May 1st to April 30th - Service Hours Year (mirrors the Links fiscal year)

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

NOTE: If your programming year runs beyond April 1st, 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 30th. Chapter leadership is responsible for ensuring the integrity of the service hours reported.

May 1st – Final date for all dues to be submitted to National Headquarters. Any dues submitted after then will incur a late fee. (not the case, any dues submitted after April 1 incurs the late fee, dues are not accepted after May 1)

FREQUENTLY ASKED QUESTIONS

If I do not have 48 hours to submit by April 1st, 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 1st. If not, your dues won't be electronically submitted to National Headquarters.

What happens if I don't meet the service hour requirement and my Chapter's program year has ended? Failure to meet the service hour requirement will result in forfeiture of membership.

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

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

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.

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, 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. They can link with a nearby chapter when feasible and possible and serve as a branch for a facet program project. 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 (not the case these days, should that language stay?) and one to the National Headquarters before April 1st.

Do we earn time if Chapter meetings last more than two hours?

No more than 2 hours should be counted for Chapter meetings, excluding the social hour and time set aside for meal consumption and run-over 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 3 hours maximum for preparation per month. Everyone who actively participates in fundraising activities can count up to 5 hours maximum for fundraiser preparation, i.e. ticket selling, ad collecting, etc.

SERVICE HOURS AT-A-GLANCE

Activity	Maximum Service Hours Earned
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 (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)
Links sponsored Webinars	Actual Time
Meetings with other organizations in a chapter-approve joint venture	Actual Time (Excluding travel time)
Chapter Fundraising Event	Actual Time of Event (Up to 4 Hours)
Fundraiser Preparation	5 (Activities determined by the chapter)
Cluster Meetings	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	None
Committee Service at National Assemblies and Area Conferences	Actual Time
Annual Meetings of The Links Foundation, Incorporated	2
Escorting of VIP's (for National Assemblies and Area Conferences Only)	Actual Time (Up to 15 hours maximum per event)
Travel Time	None