

Assistance League® of Indianapolis Volunteer Service Hours – How Do We Count, Identify and Record Them?

Assistance League's fiscal year begins June 1 and ends May 31.

Include travel time when calculating your hours.

Round off your minutes to the nearest 15 minutes. Example: 40 minutes = 3/4 or .75 hours; 1 hour 30 minutes is 1.5 *not* 1.3

Turn in your hours at the end of each month or time period (Summer through May).

Combine your hours for June, July and August and submit them on one form titled Summer.

If you aren't certain where to enter your hours, ask yourself: WHY did I do this?

The following are examples of many types of volunteer hours. The categories are the same as on your Hours Form. This listing is **not** all-inclusive.

Administrative:

Regular meeting – attendance

Include time spent if you stay for lunch after the meeting.

Board meeting – attendance

Membership Development -

1. Planning, preparing food for, attending
 - a. Prospective Member Coffees
 - b. New Member Training/Orientation
 - c. Spring Fest
2. Mentoring new members
3. Serving on these committees and implementing their responsibilities:
 - a. Education
 - b. Orientation
 - c. Placement
 - d. Ada Edwards Laughlin Award
 - e. Shining Star Award
4. Completing the responsibilities of the Member Correspondent
5. Serving as Vice President Membership
6. Serving as Vice President Education

Marketing/Public Relations -

1. Writing, proof reading, assembling, updating, and distributing printed and electronic communication and public relations materials. These include:
 - a. Community newsletters
 - b. Fact sheets and brochures
2. Writing press releases and public service announcements
3. Contacting media sources
4. Preparing and delivering presentations
5. Updating the chapter's promotional video
6. Arranging and participating in public interviews and community volunteer events

7. Serving on the Speakers Bureau Committee
8. Maintaining the chapter's website
9. Updating and blogging on the chapter's Facebook page
10. Updating the chapter's Twitter account
11. Photographing key events and programs and maintaining the chapter's account
12. Proofing all invitations and materials distributed at fundraising events

Administrative Committee Work -

1. Serving on administrative committees (*not* philanthropic programs or fundraising)
Examples: budget, bylaws, finance, nominating, policies, strategic planning
2. Contacting members about regular meetings – Telephone Committee
3. Overseeing the responsibilities of the Meeting Services Committee

Other -

1. Hours at the chapter office for the president and president-elect
2. Responsibilities of the:
 - a. Donor Recorder (unless event specific – i.e: Gala, Holiday Luncheon)
 - b. Handbook Editor
 - c. Historian
 - d. Hours Recorder
 - e. NAL Website Administrator
 - f. Treasurer (unless event specific – i.e: Spring Event, Holiday Luncheon)
 - g. Properties Chairman
3. Attendance at:
 - a. Board and Appointed Officers training
 - b. National Assistance League® meetings or administrative workshops
 - c. Leadership workshops (not pertaining to our programs or fundraising) sponsored by community organizations
4. Participation in computer classes
5. Shopping for administrative supplies
6. Staffing the office

Social Committee & Events:

1. Serving on the Social Committee
2. Attending events planned by the Social Committee

Philanthropic Programs:

ALI Bears – all activities involving Bears: committee meetings; purchasing supplies; attending workshops; calling agencies and making deliveries; counting inventory; recordkeeping and computer work; researching opportunities for expansion

ALI Friends – all activities involving Friends: committee meetings; purchasing supplies; attending workshops; participating in activities at Joy's House and North Capitol; recordkeeping and computer work

Assault Survivor Kits® – all activities involving ASK: committee meetings; purchasing supplies; ordering clothing; attending workshops; calling agencies and making

deliveries; counting inventory; doing computer work; researching opportunities for expansion; attending community workshops dealing with domestic violence victims and their needs

Operation School Bell® - Apparel – all activities involving OSB: committee meetings; working shifts; ordering clothing and attending apparel shows; contacting schools and appropriate school personnel; tagging inventory; purchasing and assembling hygiene supplies; purchasing and labeling books; opening and closing the “shop”; taking inventory; updating computer records; sewing uniforms; repairing clothing; baking cookies for the bus drivers

Operation School Bell® - Beyond the Bell – all activities involving the “extra” clothing items schools receive for emergency needs; committee meetings; communicating with schools and appropriate school personnel; attending workshop assembly sessions; recordkeeping and computer work; researching opportunities for expansion

Operation School Bell® - Shoes – all activities involving Shoes: committee meetings; working shifts; contacting schools, appropriate school personnel, and Shoe Carnival; baking cookies for the bus drivers; recordkeeping and computer work; researching opportunities for expansion

Other – meetings for all philanthropic programs; researching new programs and community needs that support our mission statement

Fundraising: anything you do to help raise funds

Food Prep at Reg. mtgs. – shopping for, preparing, serving, and cleaning up after lunches that follow our meetings at St. Luke’s Methodist Church

Spring Event – committee meetings; researching venues and entertainment; shopping for supplies and making decorations; writing to and contacting businesses, individuals, corporations for donations; designing flyers and invitations and working with a printer; setting up the day of the event; working at the event; writing thank you notes; writing reports; doing computer work

Grants – committee meetings; writing and proofreading grant applications; following up with grantors; researching new opportunities; attending workshops

Holiday Luncheon – committee meetings; researching venues and planning menus; shopping for supplies and making decorations; organizing the style show; designing invitations and the program; calling and inviting friends; accepting reservations; making nametags for attendees; soliciting, picking up, purchasing, making auction items; setting up the day of the event and cleaning up afterwards; attending the luncheon; writing thank you notes; writing reports; doing computer work

Hunt Golf – committee meetings; working with Hunt in coordinating activities the day of the event and volunteering wherever needed; soliciting or donating prizes; playing golf with teams of Assistance League members; baking treats for participants; writing reports; doing computer work

Operation School Bell® Mailer - committee meetings; designing mailer and working with printer; preparing and reviewing personal mailing lists; assembling and mailing mailers; receiving and acknowledging donations; writing reports; doing computer work

Other - participating in committee meetings for all fundraising chairmen; managing Assistant Treasurer responsibilities; ordering SCRIP; overseeing cookbook sales; researching new fundraisers

Non Member Hours:

Nonvoting members do NOT fall into this category!

This category is for individuals who do not belong to Assistance League but help us with our administrative responsibilities, philanthropic programs, and fundraising activities. Examples: a family member participates in organizing our School Bell move to Forest Manor; family members or friends move auction items from the chapter office to a venue for a fundraising event; Dow AgroSciences' employees donate their services for creating, implementing, and troubleshooting the inventory management system at School Bell; Advisory Council members provide assistance in their areas of expertise; employees of a community business participate in a philanthropic program; Shoe Carnival employees participate in Operation School Bell® – Shoes.

- Attendance by spouses and friends at social and fundraising events does **not** count unless these individuals have a specific job pertaining to the event.
- **Do not add these hours into your monthly total.** Record them at the bottom of the Hours Form!