



**SERVICE LEAGUE OF BOYS**

## **Member Handbook 2021-22**

### **Table of Contents**

|                                       |              |
|---------------------------------------|--------------|
| <b>2021-22 .....</b>                  | <b>2</b>     |
| Calendar                              |              |
| Board                                 |              |
| <b>Code of Conduct.....</b>           | <b>3</b>     |
| <b>Meetings .....</b>                 | <b>4</b>     |
| Requirements                          |              |
| Guidelines                            |              |
| Excessive Absences                    |              |
| <b>Service .....</b>                  | <b>5-7</b>   |
| Hours Requirements                    |              |
| How Hours are Earned & Credited       |              |
| Attire                                |              |
| Shift Cancellations & “No Shows”      |              |
| Reporting Hours                       |              |
| Hours Not Met                         |              |
| <b>Awards.....</b>                    | <b>8</b>     |
| S.L.O.B.s Awards                      |              |
| Volunteer of the Year Awards          |              |
| Presidents Volunteer Service Award    |              |
| <b>Website Guidelines .....</b>       | <b>9-10</b>  |
| <b>Leadership Opportunities .....</b> | <b>11-12</b> |
| <b>Forms.....</b>                     | <b>13-15</b> |
| Release of Liability Waiver           |              |
| PVSA Form                             |              |
| Outside Service Hours Report          |              |

# 2021-2022

## TENTATIVE CALENDAR\*

### Club Meetings:

|                               |                              |
|-------------------------------|------------------------------|
| Sunday, August 29, 4 p.m.     | Thursday, January 20, 7 p.m. |
| Sunday, October 17, 4 p.m.    | Sunday, March 13, 4 p.m.     |
| Wednesday, December 8, 7 p.m. | Sunday, May 1, 4 p.m.        |

Meeting locations to be determined & may include virtual meetings.

\*The board will meet during the summer to vote on a final meeting calendar

## EXECUTIVE BOARD

| Position              | Parent Board     | Boys Leadership Council                    | Email                                |
|-----------------------|------------------|--|--------------------------------------|
| President:            | Kalana Ricklef   | Aiden Ricklef (FUHS, 12 <sup>th</sup> )    | president@fullertonslobs.com         |
| VP Philanthropy:      | Sarah Budeshtsky | Bryce Budeshtsky (FUHS, 12 <sup>th</sup> ) | phlanthropy@fullertonslobs.com       |
| Asst VP Philanthropy: | Melissa Luhm     | Miles Luhm (SHHS, 11 <sup>th</sup> )       | asstphilanthropy1@fullertonslobs.com |
| Asst VP Philanthropy: | Myra Gomez       | Kai Gomez (SHHS, 12 <sup>th</sup> )        | asstphilanthropy2@fullertonslobs.com |
| VP Membership:        | Amy Miller       | Sammy Miller (THS, 11 <sup>th</sup> )      | membership@fullertonslobs.com        |
| VP Communications:    | OPEN             |  | vpcommunications@fullertonslobs.com  |
| VP Hours & Awards:    | Helene Wang      | Ethan Wang (SHHS, 12 <sup>th</sup> )       | hours@fullertonslobs.com             |
| VP Meetings:          | Ekta Pipalia     | Vedant Pipalia (SHHS, 11 <sup>th</sup> )   | meetings@fullertonslobs.com          |
| VP Leadership         | Daniel Chandler  | Michael Chandler (THS, 11 <sup>th</sup> )  | leadership@fullertonslobs.com        |
| Recording Sec'y:      | Hannah Kim       | Aaron Kim (SHHS, 12 <sup>th</sup> )        | secretary@fullertonslobs.com         |
| Treasurer:            | Nicole Yi        | Noah Yi (VHS, 11 <sup>th</sup> )           | treasurer@fullertonslobs.com         |
| Parliamentarian:      | Tom Santoro      | Anthony Santoro (THS, 11 <sup>th</sup> )   | parliamentarian@fullertonslobs.com   |

# Fullerton Service League of Boys

## MISSION STATEMENT

To foster personal growth and responsibility by providing high school boys and their parents access to varied and meaningful service activities

## Code of Conduct

**Adult mentors are responsible for ensuring that their sons follow the Fullerton SLOBs Code of Conduct at meetings and volunteer events.**

All members of the Fullerton Service League of Boys will serve as role models for the community by:

### Treating others with respect.

- At meetings and service events, phones will be put away and on silent mode.
- Speakers will be given full attention and respect; no chatting during meetings.
- There will be no roughhousing, name calling or profanity; you will treat other club members with respect regardless of your relationship outside the organization.

### Keeping commitments.

- If you sign up for a service event, you will show up on time and dressed appropriately.
- If you cannot attend an event you signed up for, you will make every effort to find a replacement and alert the VP Philanthropy or volunteer coordinator.
- You will report your hours accurately and in a timely fashion.

### Displaying initiative and maturity.

- When arriving at a service event, you will check in with the philanthropy representative.
- You will focus on the task at hand: limit socializing with other volunteers and engage with the participants.
- You will look for ways to help. Instead of asking, “What do you want me to do?” you will ask, “Can I help you with \_\_\_\_\_.”
- When you finish volunteering, you will say goodbye and thank you to the philanthropy representative.

# Meetings

## MEETING REQUIREMENTS

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**Youth members** are required to attend at least 4 meetings per year.

**Adult mentors** are required to attend at least 2 meetings per year.

**Non-mentoring parents** are welcome to attend meetings. However, the non-mentoring parent's attendance does not count toward meeting credit.

## MEETING GUIDELINES

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### SIGNING IN

Each youth member and parent mentor will sign him or herself in upon arrival at the meeting.

You may not sign in anyone else. Sign-in sheets will be used to check attendance.

### DONATIONS

Donations are to be left at the designated spot – no need to sign them in. After the meeting, each member who has brought a donation should log in **1/2 hour credit**.

### LATE ARRIVAL/EARLY DEPARTURE

We ask that everyone arrive on time and stay for the entire meeting. If a late arrival or early departure is absolutely unavoidable, please email the VP Meetings ahead of time.

### ATTIRE

We encourage boys to wear their blue SLOBs t-shirts to all meetings. Hats are not allowed.

### CELLPHONES

All cellphones must be turned off and put away for the duration of all meetings, unless otherwise directed.

### ASSIGNED GROUPS

At times, boys will be assigned to work in small groups. Boys are to remain in those groups for the duration of the breakout period and to follow the instructions of the Leadership Council members.

## EXCESSIVE ABSENCES

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Boys who miss more than two meetings or parents who miss more than four will be given a one-time opportunity to perform three extra service hours to make up for the first unexcused absence. Service hours already performed cannot be used to make up an absence, and the three makeup hours cannot be additionally logged for service hours credit. If, after that, a member misses another meeting, he will have the opportunity to explain the reason for absence to the board. If he fails to do so or if the board deems an excuse inadequate, membership may be terminated and fees will not be refunded.

# Service

## SERVICE HOURS REQUIREMENTS

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### Minimum Volunteer Hours Requirements

Boys – 10 hours/year

Parents – 5 hours/year

Up to two hours' donation credit can be applied to each member's minimum hour requirement.

### Non-mentoring parent

When space allows, we welcome non-mentoring parents' participation provided they:

1. Contact the VP Philanthropy and/or Volunteer Coordinator ahead of time
2. Submit a **Release of Liability Waiver** (see page 11)

Hours served by a non-mentoring parent may not be counted for anyone else's service credit.

## HOW SLOBS SERVICE HOURS ARE EARNED & CREDITED

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**Hours minimum:** Unless otherwise specified, each member shall be credited for a minimum of two hours for each event (assuming the member arrived on time).

**Rounding:** Beyond two hours, hours are awarded on an hour-for-hour basis of volunteering, rounded *up or down* to the nearest half hour.

**Early dismissal:** Occasionally, volunteer shifts will end early – but unless otherwise noted, you may only count the hours *actually served*, not the hours you signed up for.

**Transportation:** Transportation to and from an event does not count as service unless otherwise noted.

**Hands-on service minimums:** At least 8 of the 10 required philanthropy hours for boys and 3 of the 5 required hours for parents must be in service hours rather than donations.

**Meeting donation drives:** Each member who brings a donation to a meeting will receive  $\frac{1}{2}$  hour service credit. If parent and son bring 2 donations, each may log  $\frac{1}{2}$  hour. If parent and son bring only one donation, it is up to them to choose which one receives the  $\frac{1}{2}$  hour.

**Adult Volunteer Coordinators:** Adult VCs may log 2 hours per year for time spent in their position.

**Adult Board Members and Boys Leadership Council Members:** Each may log 3 hours per year for time spent in position.

**Blog Posts:** Each member who writes a short blog post (1-2 paragraphs) for the SLOBs website will receive 1 hour credit (maximum 2 per member per year).

**Meeting videos:** Each member who produces a meeting video will receive 2 hours credit (maximum 1 per member per year).

## ATTIRE

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Boys are to wear their **blue SLOBs shirts** to service events unless instructed otherwise.

**White SLOBs shirts** are to be worn for painting and yard work.

Our club T-shirts are for members and their mentoring parents only. Please do not lend SLOBs t-shirts to siblings or friends who are not in the club.

## SHIFT CANCELLATIONS & “NO SHOWS”

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Members must provide at least 24-hours notice in order to cancel a shift and notify the SLOBs Volunteer Coordinator listed in the event details in Track it Forward. If you are uncertain who to contact, please email the VP Philanthropy. Members who are canceling within 72 hours of an event should make every effort to find a replacement.

Canceling with less than 24-hours notice and/or not showing up for an event is not acceptable. Members who give no notice before missing an event (“no-shows”) will receive a warning for their first offense. A second or more “no-show” will result in the members’ accrued service hours being deducted for the same number of hours that they signed up for at that event.

If a member has a last-minute emergency and must cancel the same day of a scheduled event, they must communicate this to the Volunteer Coordinator and/or VP Philanthropy.

## REPORTING HOURS

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Members are responsible for keeping personal records of their hours and for entering those hours into the group’s tracking system. Effective May 1, 2016, SLOBs are using the Track It Forward program to sign up for volunteer hours and track earned hours. More information can be found in the Website Guidelines section.

Service hours should be reported within one month of completion.

Members are to log in any donations made at the meetings.

To submit non-SLOBs service hours for the President’s Volunteer Service Award, the member must complete the Outside Service Hours form and return it to the VP Hours and Awards by June 1<sup>st</sup> (following the completion of the service year). **Please do not log any non-SLOBs hours into Track-it-Forward.**

## **HOURS NOT MET**

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If a member has not met his service hours minimum by the last meeting:

- He will not receive certificate of completion at the year-end awards ceremony.
- He will have until June 30 to complete his 10 hours and cannot start accruing hours for the next year until the previous year's hours requirement has been met.
- Membership fee must be paid in full for upcoming year before he can sign up for service events.
- If hours are not completed by June 30, membership may be revoked and fees forfeited.

# Awards

At the end of our calendar year, all boy members who have met their club commitments (10+ volunteer hours and 4+ meetings) will receive certificates of completion.

To encourage boys to serve the community beyond our minimum club requirements, we offer a range of awards, to be presented at the final meeting of the year.

## S.L.O.B.s AWARDS

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All hours must be accrued through approved SLOBs activities and donations.

Bronze: 25-49 hours

Silver: 50-74 hours

Gold: 75-99 hours

Platinum: 100+ hours

## VOLUNTEER OF THE YEAR AWARD

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The Volunteer of the Year Award will go to the boy who completes the most SLOBs service hours within our club's calendar year (May 1 – April 30).

## PRESIDENT'S VOLUNTEER SERVICE AWARD

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We are proud to be a certifying organization for the President's Volunteer Service Award. The award will be given to boys under 16 who have completed a minimum of 50 service hours in a SLOBs calendar year (May 1 – April 30) or boys 16 and over who have completed at least 100. Service hours awarded for donations will not be included in the tally. However, volunteer hours completed outside of SLOBs do count as long as proof of service is provided.

All members who have met the PVSA requirements should fill out the **PVSA form** (page 13) as well as the **Outside Service Hours form** (page 14). PVSA awards are presented at the first meeting of the SLOBs year, in August. Volunteering must be complete by April 30, and forms must be submitted by June 1 to allow time to order the awards.

For more information about this program, please contact our Vice President of Hours and Awards. Visit the website, <http://www.presidentialserviceawards.gov>.

# Website Guidelines

## MEMBERS-ONLY SECTION

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The members-only section of the Fullerton SLOBs website allows you to:

- View the event calendar
- Download important documents
- Link to signups for volunteer opportunities
- Link to Track It Forward for hours logging
- View the photo gallery

## LOGGING IN

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To access the members-only section of the website:

>> [www.fullertonslobs.com](http://www.fullertonslobs.com) >> Members Login >> WeServe2021

### Password:

For security purposes, the password will be changed occasionally and membership notified.

## SIGNING UP FOR AN EVENT

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### Current Volunteer Opportunities

Volunteer opportunities are listed on the Fullerton SLOBs' master calendar and Event Signup page, as well as on the Track It Forward website.

The Fullerton SLOBs master calendar & links to event signups can be found on our Track it Forward site:

>><https://www.trackitforward.com/site/fullerton-service-league-boys>

Event listings may specify who is eligible to sign up (boys and parents or just boys). Instructions will be given regarding appropriate attire, meeting location, hours earned, etc. **Please be read all instructions and email the listed Volunteer Coordinator with any questions.**

### Signing up using third party websites

Some philanthropies (i.e., Love Fullerton) require volunteers to sign up using their website. **If you sign up on an outside website, please email the Volunteer Coordinator.**

## TRACK IT FORWARD

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Fullerton SLOBs uses [Track It Forward](#) for event sign-ups and hours tracking.

Fullerton SLOBs' Track It Forward page can be found using the following URL:

<http://www.trackitforward.com/site/fullerton-service-league-boys>

An instructional video can also be found using the following URL:

[https://www.youtube.com/watch?v=QJ02Tk\\_B0Es](https://www.youtube.com/watch?v=QJ02Tk_B0Es)

### User ID and Password

All Fullerton SLOBs members are issued a **unique User ID and password** to access Track It Forward. If you are unsure of your User ID and password, please email our [VP Communications](#). Once you've signed in for the first time, you will have an option to change your User ID & password in the "Account" section of the website.

Track it Forward can only work with one user ID at a time. For parents to sign up both themselves and their sons for an event (or log hours), they must log into one account and enter the necessary information, and then they must log out and log back in with the second user ID and password.

To view events on the Track It Forward website:

>><http://www.trackitforward.com/>>> **Sign In** >>[Enter your Username/Email & Password] >>**Log Hours**  
>>**Event Sign-ups**

## LOGGING SERVICE HOURS

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Members are responsible for logging their own volunteer hours in a timely fashion.

### Track It Forward Website

To enter your hours on the Track It Forward website:

>><http://www.trackitforward.com/>>> **Sign In** >>[Enter your Username/Email & Password] >>**Log Hours**  
>> [Enter number of hours volunteered, rounding **up or down** to the nearest half hour] >> [Enter date of service] >> [Choose philanthropy from drop-down "Activity" menu; if organization is not listed, choose "other"] >> **Submit Time**

### Track It Forward App

We encourage you to download the Track It Forward app to your smartphone, which will enable you to log hours immediately after volunteering. Unfortunately, event signups are not currently available on the app.

# Leadership Opportunities

As an all-volunteer organization, SLOBs relies on adult mentor/youth member pairs to guide the club and arrange service activities. While the ultimate responsibility for fulfilling job obligations falls to the adult mentors, we strive to empower boys as much as possible.

## PARENT BOARD

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The executive board determines curriculum, plans meetings, and ensures that the club operates according to our bylaws. Each executive board member must have at least one son who is willing to serve on the Boys Leadership Council. Adult board members are encouraged to mentor their sons and share their job responsibilities as much as possible. The board meets for an hour before every club meeting. In addition, there are typically 2-3 outside board meetings per year.

## BOYS LEADERSHIP COUNCIL

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To be on the Boys Leadership Council, youth members must have a parent who serves on the parent board or as an Assistant to the VP Leadership. Leadership Council members are expected to arrive to club meetings an hour early for setup and to stay until the end to help clean up; to present information at club meetings; and to run breakout activities. In addition, Leadership Council members are expected to attend 2-3 outside meetings per year. While extra service hours are not a requirement, we strongly encourage all Leadership Council members to demonstrate their commitment to volunteering by achieving at least the bronze service medal.

## ELECTIONS

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Board nominations are held at the January meeting. Offices can be held by the same adult mentor for a maximum of two years. An adult mentor who has served one year in a position and has remained in good standing will receive preferential treatment to retain his or her position.

To be eligible to hold a board position, parents and sons must have attended at least two meetings and completed half of their minimum volunteer hours for that SLOBs calendar year. At the January meeting, volunteers will be asked to join a nominating committee, to be headed by the Parliamentarian. Committee members will contact nominees to form a new board.

In the event that there are multiple candidates who wish to serve in a board position, each will submit a statement, and elections will be held at the March meeting. Nominee statements will be shared with membership, along with service hours total for the year; past positions held; and SLOBs awards received. Only adult mentors vote in the election. The criteria for voting is as follows:

1. The adult mentor's potential to contribute to the executive board.
2. The youth member's demonstrated commitment to SLOBs

## **VOLUNTEER COORDINATORS**

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The only way we can keep the calendar full of service events is by spreading out the responsibility for communicating with philanthropies. Working under the direction of the VP Philanthropy, Volunteer Coordinators maintain relationships with our philanthropies, communicate event details to the VP Communications, and serve as point people at service activities. As with all SLOBs positions, Volunteer Coordinator duties are shared between parent and son.

## **OTHER POSITIONS**

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Other leadership positions include T-shirt coordinator, donations chair, and Crittenton committee members.

There are many ways to obtain leadership experience in SLOBs! Please talk to a board member if you would like to find a position that best suits your schedule and interests.

## **Fullerton Service League of Boys**

### **Release of Liability Waiver**

By signing below, I hereby acknowledge and agree that:

**Participation is at my own risk:** I understand that I and/or my child(ren) are voluntarily participating in volunteer work, meetings and events offered by the Fullerton Service League of Boys. These activities may be on private and/or public property and may involve outdoor labor, and certain hazards and dangers may exist and occur while participating in these activities. I further understand and agree that my or my child(ren)'s presence at these activities is entirely at my own risk.

**I release liability (I hold everyone harmless):** In consideration of my and/or my child(ren)'s participation in the Fullerton Service League of Boys, I hereby release The Fullerton Service League of Boys from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from participation. I understand that this Release discharges the Fullerton Service League of Boys from any liability or claim with respect to any bodily injury, personal injury, illness, death, disability, property damage, incidental or consequential damages, punitive damages or special damages that may result from participation in the organization.

**I give permission to use my photo:** I hereby grant and convey unto the Fullerton Service League of Boys authorization to use my and/or my child(ren)'s image, photographs, videos or audio recordings taken by the Fullerton Service League of Boys.

**I have read this agreement:** I agree that my voluntary signature below indicates that I have read and understand these terms and the consequences of the releases and I am fully aware of the legal and binding effect of my signature. I am signing below without any duress or undue influence on the part or behalf of any other party, with the full intent of releasing all claims against the Fullerton Service League of Boys and any members or officers representing the Fullerton Service League of Boys.

**This agreement will remain in effect for all Fullerton Service League of Boys activities until revoked or replaced by either the Fullerton Service League of Boys or the signer.**

Participant's Name: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Parent or Guardian Printed Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Fullerton Service League of Boys

## PRESIDENT'S VOLUNTEER SERVICE AWARD APPLICATION

### MEMBER INFO

Member \_\_\_\_\_ Parent \_\_\_\_\_

Member's date of birth: \_\_\_\_\_

PVSA Award category:    Teen (11-15)    Young Adult (16-25)

To qualify for a teen award, all service hours must be completed before the member's 16<sup>th</sup> birthday.

### SERVICE INFO

Dates of service (must fall within SLOBs calendar year): \_\_\_\_\_ to \_\_\_\_\_

SLOBs service hours (excluding donations): \_\_\_\_\_

Outside service hours, if applicable: \_\_\_\_\_

**TOTAL SERVICE HOURS:** \_\_\_\_\_

Please attach Outside Service Hours form or other documentation as proof of hours served outside of Fullerton Service League of Boys.

I attest to the accuracy of the hours reported.

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Member (Signature) \_\_\_\_\_ Date \_\_\_\_\_

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Parent Mentor (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Approved by:

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President, Fullerton Service League of Boys \_\_\_\_\_ Date \_\_\_\_\_

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VP Hours & Awards, Fullerton Service League of Boys \_\_\_\_\_ Date \_\_\_\_\_

# Fullerton Service League of Boys

## Outside Service Hours

**For use by President's Volunteer Service Award applicants only.**

Please attach to President's Volunteer Service Award sheet.

If you have official hours documentation from another organization, you do not need to fill out this form.

Member \_\_\_\_\_ Parent \_\_\_\_\_

| Organization | Description of Service | Date & Hours | Signature of Representative |
|--------------|------------------------|--------------|-----------------------------|
|              |                        |              |                             |
|              |                        |              |                             |
|              |                        |              |                             |
|              |                        |              |                             |
|              |                        |              |                             |
|              |                        |              |                             |
|              |                        |              |                             |
| TOTAL HOURS  |                        |              |                             |

*I attest to the accuracy of the hours reported above, and I understand that they do not count toward my Fullerton S.L.O.B.s requirements.*

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Member (Signature)

Date

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Parent Mentor (Signature)

Date