

# Fullerton Service League of Boys – Hours Guidelines

## 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**

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 ½ hour service credit. If parent and son bring 2 donations, each may log ½ hour. If parent and son bring only one donation, it is up to them to choose which one receives the ½ 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).

## **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>.

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