

Hi everyone,

Attached is the new hour sheet. Please keep track of all the club activity that you do on this sheet. Examples include, meetings, feeding homeless, Temple Terrace K-Kids, recruitment, etc... At the end of each month, please hand it to me at the next meeting.

A note about the codes, one activity you do CAN count for more than one code. For example, At a K-kids meeting in which 2+ USF members and 2+ K-kids present counts as an interclub. However, if they make Easter Cards for Nursing Home Residents, it counts as BOTH an Interclub and a Service activity.

Definition of Codes:

Service:

- Hours spent on activities and projects that benefit the community and the campus. This includes the time spent preparing for the project and following up. You include the travel time to and from the project.
- Can do a service project with another Circle K club, your sponsoring Kiwanis club or a Key Club that is in the area.
- Example: 5 members from USF travel one hour to assist another club with a project for 3 hours and then travel one hour back home. The total hours for the project are  $25 (5 \times 3) + (5 \times 2) = 25$ .
- Travel time is included for those students who live off campus.

Fundraising:

- Fundraising hours are those hours spent on activities or projects which raise money only for the club.
- Can do a fundraising activity with another club.
- Include the time that you spent setting up the project.
- Examples: car washes, bake sales.

Social:

- Social hours are hours spent on activities that are “social”...going out to eat, to the movies.
- You need to have 5 members to have it count as a social.
- Can have a social with another club.
- Announce it to the club so everyone has an opportunity to attend.

Administrative:

- Administrative hours are those hours spent by the club members to ensure the efficient running of the club.
- Examples: Hours spent by a club member preparing for a district and divisional events.
- Assisting a district officer or committee chair is counted here.
- Examples: Planning banquets and special meetings, board meetings, committee meetings, membership drives, meeting preparation.
- Non-examples: Club meetings, presidents council meetings. Presidents council meetings are usually at district convention.

- General Administrative: Officers need to account for the time they spend during the month carrying out their duties.
  - President: preparing for board and general meetings, preparing agendas
  - Vice President: setting up service projects
  - Secretary: typing minutes, filling out monthly report, calling members, updating attendance records.
  - Treasurer: balancing account, writing checks, collecting dues.
  - Editor: preparing newsletter, calling for articles.

Interclubs:

- An interclub is a visit by at least two members of your club to a function of another member of the K-Family.
- Assisting at a K-Family project counts as an interclub and a service project.
- If you travel over 50 miles one way to the interclub, mark on the monthly report.
- Get more points if you are interclubbing with a Key Club, Builder's Club, K-Kids and Aktion Clubs.
- Conventions are strictly interclub unless there is a service project.

Thanks,  
Dan Nguyen  
Secretary 2004-2005  
USF Tampa CKI