

JAMC HOUR CHEAT SHEET

if you're LEARNING SOMETHING-EDUCATION
if you're SERVING OR TEACHING OTHERS-SERVICE
if you're MAKING MONEY -FINANCE
if you're HELPING RUN THE CHAPTER-ADMINISTRATION

EDUCATION HOURS:

*You are required to have 12 EDUCATION Hours per year – 8 of those must be Chapter Meetings

If you are “learning” something, these hours are considered EDUCATION. Annual, Regional and Chapter meetings are all counted as Education hours. Chapter sponsored and/or approved seminars are also counted as Education Hours.

Examples:

Chapter Meetings
Education Hour
Annual or Area Meeting
PIC Survey
Provisional Meeting
Misc. Ed Opportunities
Crownlet

SERVICE HOURS:

You are required to have 24 Service Hours per year

Service Hours are given for serving others in the community

Service Hours should always be the bulk of a Chapter's time and attention

A service hour should be earned while working in the service of others when they are present, or by working in the preparation of execution of a project that directly affects

those who the Chapter is serving

The goal of service hours is that you are working directly with/to benefit the children

"Planning" a project is not service (it's administration), but "preparing items" for a part of the project is service.

Examples:

- Attending an actual Service project
- Preparing/making/creating items for the children to use
- Stuffing bags for a service project like boys and girls club or Hope Totes
- Making/cooking food for crown club or Cookies with Santa
- Community Events (Scarecrow Festival, A Day in the Country)
- Shopping/delivering items for Sick Free Schools, Blessings in a Box, Backpack Project
- Presenting scholarship and interviewing for Money for Minds
- Gathering Books and replenishing Little Libraries
- Working the Bunny Breakfast event (ticket sales are finance hours)
- Donating dresses for Glass Slipper or working/preparing for the actual event

ADMINISTRATION HOURS:

If you are helping "run" the chapter, these hours are considered ADMINISTRATIVE

Board meetings, committee meetings, project research and/or evaluations are all counted as ADMINISTRATIVE hours

Examples:

Making phone calls or Sending emails
Planning/organizing projects
Attending board meetings or committee meetings
Reserving buildings
Hanging signs for events
Delivering letters/information to schools
Getting items/props out of storage
Making copies on a copy machine
Provisional Breakfast
Getting helpers/volunteers for events

fiNACE Hours:

Finance hours come from hours worked to raise funds to cover Chapter and project expenses

Examples:

Royal Rendezvous (MUST have 3-4 from RR)
Corporate Sponsors
Kroger/Amazon Card (total of 4 hours per yr. for Kroger & Amazon combined)
Sheet Sales
Bunny Breakfast (ticket sales)
Grants
Cookbook

Other Helpful tips:

Hours cannot be counted twice. Credit to only ONE category – either administration, education, finance or service

Half hours are not counted. Round off hours to the nearest whole number. This is called the **31-minute rule**. For example: If you work from 10:00-12:11, you would only submit for 2 hours. If you worked from 10:00-12:40, you would round up to 3 hours for whatever category it belongs to.

Travel hours to and from Annual and Area meetings or a Day in the Delta cannot be counted.

"Planning" a project is not service (it's administration), but "preparing items" for a part of the project is service.

*When submitting hours, please select the "Activity" first, then select the sub-heading under that Activity Type.

***** Always add a note at the end to clarify what you did for that hour**

If in doubt about what type of hour it should be, email jamcmemberrecords@gmail.com and ask before submitting your hours.

