



## 48-HOUR SERVICE REQUIREMENT

### SERVICE HOURS AT-A-GLANCE

Activity	Maximum Service Hours Earned
Regular Chapter Meeting	2 (Excluding travel time, meals and social hour)
Facet Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Standing Committee Meetings	Actual Time (Excluding travel time, meals and social hour)
Preparation time each month by Chapter Officers and Committee Chairs	3 (Per month)
Chapter Program Service	Actual Time (Excluding travel time, meals and social hour)
Meetings with other organizations in a chapter-approved joint venture	Actual Time (Excluding travel time)
Chapter Fundraiser	Actual Time of Event (Including set-up and breakdown)
Fundraiser Ticket Sales	5 (As determined by the chapter)
Cluster Meetings	Actual Time (Excluding travel time)
Area Summits	As determined by Area Director (Excluding Travel Time)
National Committees and Area Committees	Actual Time (Including preparation Time)
Links Day at the Capitol	Actual Time at the Capitol (Excluding travel time)
National Assemblies and Area Conferences	None
Committee Service at National Assemblies and Area Conferences	Actual Time
Travel Time	None



*The Links Incorporated*  
*Founded 1946*

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My dear Sister Links,

We hope this letter finds each of you well and engaged in collegial efforts to serve our fellowman. As you all know, the 48 hour service requirement was passed at the National Assembly this summer. This new service requirement can be found under the new definition of an active member in good standing (Article (, Section 5). It is hoped that our increased visibility in our communities will assist us in our future funding pursuits, as well as in our goal of becoming the premier Black Women's organization. It is, therefore incumbent upon us to make available to chapters a form that clearly defines and slows for the documentation of service hours for each Sister Link in each chapter.

Link Gladys Gary Vaughn, our distinguished National President, defined service hours as "time expended in planning, preparing, participating, implementing and evaluating the operational, programmatic, advocacy and philanthropic activities of The Links Incorporated and The Links Foundation, Incorporated. It is anticipated that the Area Vice Director will distribute the Service Hours Template to the Chapter Presidents and Membership Chairs by e-mail or fax. Once the template is received by the chapters the Membership Chairs/Committee is charged with:

- Completing the monthly log for each member including recording the service and attendance data from Officers and Committee Chairs.
- Contacting members who are not in compliance with chapter attendance requirements as defined by the chapter bylaws.
- Making monthly reports to the chapter president and the chapter during its monthly meetings.
- Compiling an annual report for each member and calculating total attendance and service hours for each Sister Link.

Once this information is compiled, the Chapter President will submit an annual report to the Area Director with a copy to the Area Vice Director by May 15, 2005. Additionally, the service hours must be recorded for each member on the Master Data form. Because this is a new requirement and one that will surely generate many questions, if you have other questions, please send them to us. We truly appreciate your feedback and efficient process. For your ready reference we have attached a list of questions we have received and answered regarding the service hours requirements thus far.

Sister Links, thank you for continuing to work effectively together to improve the quality of life of our fellowman. With our collective commitment to perform and record 48 hours of service by each Sister Link, we will help move our organization forward as the premier Black Women's organization striving to Touch Tomorrow Today.

Sincerely,

Link Gwendolyn B. Lee  
National Vice President

Link Joyce M. Lowe  
Eastern Area Director

Link Jeannine Quick-Frasier  
Central Area Director

Link Margaret Thompson Johnson  
Southern Area Director

Link Sandra Dorsey Malone  
Western Area Director

## FREQUENTLY ASKED QUESTIONS

- I. If I do not have 48 hours by April 1<sup>st</sup>, when dues are submitted, will my dues be sent in with the rest of the Chapter members?

No, You will need to complete your required service hours before your dues can be sent to the National Headquarters.

- II. What counts as service hours?

- a. Chapter meetings (All meetings should exclude time set aside for social hour and meal consumption.)
- b. Facet Committee meetings
- c. Standing Committee meetings (all chapter standing committees, i.e. fundraising, social, etc.)
- d. Chapter Program Service – This refers to the actual project(s ) and time spent.
- e. Chapter Fundraising – This includes the actual fundraising event and all things leading up to the event such as ticket selling (no more than 5 hours), and fundraising sub-c0mmittee work.
- f. Other Link service – This could include cluster meetings, area summits, residential forums, area committees/national committees, etc. This category could also include officer's preparation time spent carryout out and preparing to carry out defined responsibilities. Time spent working with other organizations in a chapter-approved joint venture that will benefit both The Links and the other organization could also be considered for this category.
- g. Community Service – This category is for your work with other community organizations. This will not be considered for the 48 hour service requirement, but could prove helpful in securing underwriting and other funding sources.

- III. Does attendance at National Assemblies and Area Conferences count?

No. Attendance at National Assemblies and Area Conference s is part of the one and five requirement.

- IV. Who or what committee is responsible for maintaining the data?

The Vice President of Membership and her Membership Committee. All Chairpersons are responsible for verifying and validating service hours of committee members and turning it over to the Membership Committee.

- V. As an affiliate member, what parameters do I follow?

The 48 hour service requirement is binding on all members except those who are classified as Alumna, Provisory and on Leave of Absence. Affiliate members are required to complete 48 hours of service on behalf of The Links, Incorporated in order to maintain their membership.

They can link with a nearby chapter when feasible and possible and serve as a branch for a facet program project. They can perform community service related to facet recommendations, or they can engage in a community service project that is already established in their community, provided it is done on behalf of The Links, Incorporated. The affiliate member will be expected to provide proof of participation and will be responsible for keeping her own records. She will need to provide a copy to her Area Director and one to the National Headquarters before April 1<sup>st</sup>.

VI. Will each member get a form?

Each member should be given their own form to keep track of their hours. The official form should be kept by the Vice President in charge of membership and her committee.

VII. Do Chapter meetings count towards 48 hours?

Yes, Chapter meetings and Executive Committee meetings count excluding the social hour and time set aside for meal consumption. No more than 2 hours should be counted for Chapter meetings.

VIII. When can we begin counting hours and what months count for this first year?

You can start counting your hours from the end of the Assembly up until March. This is necessary in order that hours can be recorded on the Master Data Form.

IX. How much time can one count in preparation time and who is eligible to count preparation time?

Officers and committee chairs can count up to 3 hours maximum for preparation per month. Everyone can count up to 5 hours maximum for pre-fundraising preparation, i.e. ticket selling, ad collecting, etc.