**What Counts as Service Hours for Altrusa**

**Community Service Hours.** Community Service involvement entails service projects and activities sanctioned by Altrusa, as documented in a Club’s minutes. Service hours include time spent in planning, preparation, execution and evaluation of fundraisers and service projects. ASTRA and New Club Building are service projects. Operating and internal fundraisers used to fund the operating budget do not qualify for any service hours.

 **Member Service Hours.** Altrusa’s member services include services such as production of newsletter, leadership training workshops, International representation at Conferences, etc.

**Other Volunteer Hours.** Club member participation in non-Altrusa community service activities, includes volunteer work. For example, in hospitals, schools, libraries, not-for-profit organizations and activities such as mentoring, tutoring, etc.

**Comments:** Service hours are necessary when the club completes its annual report each May. These hours serve to help a club become a Distinguished Club – the highest honor given to a club. Muncie has consistently been a Distinguished Club in our District. Service hours are reported at committee meetings. If you miss a meeting you may either send your hours to the committee secretary on the day of the meeting or record them at the following meeting.

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Information is taken from the 2013-15 Altrusa International Bylaws and Policies, Revised September 2013.