

# DENTON BENEFIT LEAGUE

## Volunteer Hours Reporting Guidelines

DBL was formed as a service organization. Following are guidelines for reporting hours to satisfy both types of membership service requirements:

### **DBL Committee Hours:**

Service to DBL in the form of hours is required to meet the part of DBL's mission statement: "*to raise funds for local philanthropic purposes.*" Hours spent on DBL committees are what enable grant funds to be raised. Every DBL active or associate member must serve on at least one DBL fundraising committee (i.e. Ball, Underwriting, Tabloid, etc.).

Other DBL committee hours can also be reported to satisfy the total "DBL Committee Hours" requirement. Attendance at general meetings or the Associate/Sustainer meeting is not considered committee hours and cannot be used toward the requirement.

### **Community Hours:**

Service to the local community in the form of volunteer hours is required to meet the part of DBL's mission statement: "*to promote volunteerism in the community.*" These hours are reported by active and associate members "on the honor system."

Reported hours may include: any volunteer hours worked for any non-profit, non-sectarian, non-political organization serving Denton County north of Lake Lewisville. The hours should be served in our local community. These should be legitimate organizations with non-profit status and a governing/advisory board.

Reported hours should not include:

- Attendance at events, activities, or committees as an elected official.
- Attendance at political events, activities, fundraisers or committees;
- Attendance at events, activities, or committees for which the member is paid; or the member is attending as a representative of their business or employer.
- Attendance at charitable fundraisers/events as a ticket-holder;
- Hours worked for a sectarian/church/religious/faith-based organization which:
  - requires/promotes religious participation or membership;
  - are for a religious project or purpose;
  - doesn't have an advisory or governing board that allows multiple denominations and/or non-religiously affiliated members.

**Hours requirements are intended to be MINIMUM standards.** It is encouraged that **all** hours be reported, as the number of recorded hours is a key component of annual DBL underwriter solicitation. Volunteer hours should be reported from May 1 through the last general meeting in April.

**Group Projects:** At the beginning of each year, the President and Volunteer Services Chairman may designate DBL Group Projects with Board approval, i.e., Adopt-a-Spot and/or Denton Arts and Jazz Fest. Hours worked on these group projects may be counted as DBL committee hours, Community hours, or divided between DBL committee and Community hours. The group projects will be listed in the yearbook if designated for the current year.