

# Service Hour Cheat Sheet

## *Save this for your records!*

1. Requirement
  - a. Novice Rower\* 25 service hours or 20 per rower if more than one (1) novice.
  - b. Experienced Rower 75 service hours
  - c. The maximum number of service hours a family must accrue is 150 service hours regardless of the number of rowers rowing in a single season.
2. Calculation
  - a. One (1) service hour per hour volunteered unless specifically stated otherwise on the Service Hour Schedule.
  - b. Service hours for goods donated are based on the value of the items donated and are calculated at a one (1) service hour per each estimated \$10 in value rate. For example, if you donate \$10 worth of bananas you will earn one (1) service hour.
  - c. Service hours for cash donations are also calculated on the rate of one (1) service hour per each \$10 donated. This is used for sponsorships purchased for the Round Robinson 5K.
  - d. For Scrip purchases you will earn one (1) service hour for every \$10 Robinson Crew receives from the program. For example a \$100 card to a retailer may earn a return of 5% or \$5.00 so you will have earned ½ a service hour. The Scrip Coordinators carefully tracks your earnings.
  - e. The maximum number of service hours a rower may earn via the Letter Writing Campaign is 25 per the motion passed at the April 6, 2015 Board of Director's meeting.
  - f. Service hours will not be awarded to volunteers in the case of an event cancellation provided the cancellation occurred a day in advance. For example, school closures where notification comes out well in advance of an afternoon practice.
  - g. Service hours will be awarded in the event of a last minute or same day cancellation. For example, the coach may cancel practice due to weather. This decision is typically made mid-morning the day of the practice and notification is sent out via email and text
3. Event Cancellation Policy
  - a. Service hours will not be awarded when the Head Coach and or Event Coordinator in conjunction with their supervising Board member cancels an event the day prior to the scheduled event. The day prior is defined as any time prior to midnight. In the case of the Head Coach, notification of the event cancellation will be made either verbally or via email to a Board member with such notification time being the basis for determining the event cancellation time. Event cancellation time is not based on the time the event volunteers are notified. Volunteers of events cancelled due to FCPS school closure, where the closing of the school's facilities is made prior to the school normal opening time, will not receive service hours. Volunteers of events cancelled due to FCPS school closure, where the closing of the school's facilities is made during normal school or after school hours, will receive service hours.
4. Deadline
  - a. February 15<sup>th</sup> of the current season. Experienced rowers have from February 16<sup>th</sup> of the previous year to earn their 75 service hours and novice rowers have from the date they join to earn their 25 service hours.
  - b. The VP Membership will begin notifying the Head Coach of service hour shortages after the 1<sup>st</sup> of February and at least 7 days prior to the February 15<sup>th</sup> deadline.
5. Tracking

- a. Each Event Coordinator will have a sign in/out sheet on which you will enter your name and the name of your rower or the rower for whom you are earning the service hours. **VERY IMPORTANT!**
  - b. Service hours may not be transferred to another rower **AFTER** they have been earned unless it is between siblings.
  - c. Coordinators will report the service hours earned to the Service Hours Coordinator for recording in the Service Hour Spreadsheet.
  - d. An updated Service Hour Spreadsheet will be posted on the Crew website at the beginning of each month.
  - e. Keep track of the service hours you have earned and bring any discrepancies to the attention of the Event Coordinator(s) immediately. Any difficulties in resolving a service hour discrepancy should be directed to the event coordinator's supervising Board member or the VP Membership. All contact information can be found on the Robinson Crew website.
  - f. You will **have 60 days from the date of the event** to resolve any discrepancies.
6. Penalty
- a. Any unearned service hours must be purchased after the deadline at \$15 per service hour.
  - b. You will be notified via email your balance due by the VP Membership no later than 7 days after February 15<sup>th</sup>.
  - c. You will have 3 days to bring your account up to date.
  - d. Beginning on the 4<sup>th</sup> day after notification no further crew participation will be allowed until the unearned service hours have been purchased.
7. Questions
- a. VP Membership at [vpmembership@robinsoncrew.org](mailto:vpmembership@robinsoncrew.org) or any Board member.

\* The word "Rower" is a general term used to refer to any crew team member regardless of designation (rower/coxswain).