# Apex High Key Club Hours Sheet 2019-2020

Name: _____Grade: _____

**50 hours total required (25 each semester)**

**Totals**: *In-Club: _____ Out-of-Club: _____ K-Family: _____* **Grand Total:_____**

- Our website is **apexhighkeyclub.weebly.com**. Volunteer opportunities/sign-ups are posted here.
- Tracking hours:
    - We use an online spreadsheet to track hours which will be located on the website.
    - CHECK THE WEBSITE. IT EXPLAINS HOW TO TRACK YOUR HOURS. YOU CAN EITHER USE THE HOUR SHEET OR USE PHOTOS OF YOU VOLUNTEERING.
    - **Instructions on how to format the email for monthly hour submissions is listed on the website.**
    - The column on the right is for your personal use. Please check mark it when you have sent in an email to submit hours for that event and use it as a reminder for yourself to do so.
    - You are responsible for submitting hours MONTHLY
- Each event → **at least 0.5 hours and no more than 10 hours**
- All final hours will be due on **April 30th, 2019.**
- Please email Advisor Ms. Dott or President John Duffy with questions (contact info is on the website).

**In-Club:**

- These are projects/events posted on the website or talked about at meetings (including drives/collections)
    - **Some events may be K-Family (ex. class outings)! K-Family hours are a type of In-Club hours, so please make sure you are recording your hours in the correct category!**
- No minimum/maximum number of total In-Club hours
- **Maximum of 10 hours per activity (ex. Brown Bag) per semester**
- **Maximum of 2 hours per drive/collection** unless otherwise specified. No more than 5 drive hours per semester are permitted. Hours for drives/collections **must be signed off by Ms. Dott or a board member.**
- Other In-Club hours can be signed off by a supervisor of the event, Ms. Dott, or an Executive Board member.
- If you are in any sports, clubs, or other in-school organizations, you may record **3 hours per semester**, but you may not count 3 hours for each organization.
- You will earn **0.5 In-Club hours for each meeting** that you attend. **Please do not record hours** earned through attending meetings – class representatives will total this up for you. Date Activity/Organization Hours Name of Supervisor

| Date | Activity/ Organization | Hours | Name of Supervisor | Signature | Email? |
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**Out-of-Club:**

- Activities that you do on your own in keeping with Key Club's objects.
- **MAXIMUM OF 10 OUT-OF-CLUB HOURS EACH SEMESTER.**
- Out-of-club hours are not required

| Date | Activity/ Organization | Hours | Name of Supervisor | Signature | Email? |
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**K-Family:**

- These are a type of In-Club hours.
- Of the total 50 hours, you must get **at least 5 K-Family hours during the whole year,** which are hours that are gained from projects/events where another high school Key Club is attending (ex. A sophomore class outing with other sophomores from Panther Creek)

| Date | Activity/ Organization | Hours | Name of Supervisor | Signature | Email? |
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