



Royal Neighbors of America

INSURING LIVES • SUPPORTING WOMEN • SERVING COMMUNITIESSM

Chapter Volunteer Hours Guidelines

Updated on July 2, 2018



Guidelines for Chapter Volunteer Hours Reporting

Guidelines for Chapter Volunteer Hours Reporting

Time spent providing direct service for a non-profit or similar organization (e.g., nursing home, school).

Time spent organizing and preparing for a service project, event or fundraiser.

Time spent raising funds for a charity.

Provide pro-bono services to a non-profit or similar organization. Pro-bono is defined as the donation of professional services for which the recipient nonprofit would otherwise have to pay.

Attending a fundraising event as a chapter activity.

Fifty-percent of volunteer hours should come from chapter activities versus individual hours. Individual hours are used to assist chapters with reaching the funding levels. You are not required to report individual hours.



Guidelines continued

Guidelines Continued

Chapter meetings count as volunteer hours.

If a chapter plans the project/event, all hours generated from this event can be counted including hours generated from event attendees. Hours generated from organizing, prepping and post-event should be included as well.

If a chapter is participating or volunteering for a project/event that is not hosted by the chapter, the chapter should only count the hours of their members who participated. For example, if three members volunteer to run a water station for a local 5K, only hours from these three members can be counted.

Hours accumulated from Difference Maker Fund projects should not be reported as Chapter hours. These hours are reported separately.

The above criteria will not cover all circumstances. A good guideline would be to ask yourself, “Does this activity address a social problem?” and “Was I paid to perform this service?”



Royal Neighbors of America is a unique provider of life insurance and annuities whose mission is to protect women financially and empower them to improve their lives, families and communities. Royal Neighbors was founded as a membership organization in 1895 by nine pioneering women who recognized the need to insure the lives of women and children. Today, with headquarters in Rock Island, Illinois, and an operation in Mesa, Arizona, Royal Neighbors delivered over \$14 million of Social Good in 2017 and serves over 200,000 members.

Royal Neighbors is proud to be certified a great workplace in the Quad Cities of Illinois and Iowa and in Mesa, Arizona, since 2014 by the independent analysts at Great Place to Work[®]. For more information and to become a member of Royal Neighbors, visit us at www.royalneighbors.org.