

**COUNTING AND REPORTING JA HOURS** (taken from the NAJA Provisional Trainer's Manual)

**Definitions of Types of Hours**

The work unit of Junior Auxiliary Chapter member is the hour. While the real impact of service cannot be measure by the counting hours, for internal purposes hours are reported in the following categories:

- a. **Administration:** Hours worked to organize, administer, and operate Junior Auxiliary both locally and nationally. Community Surveys are not service projects. They are a service to yourselves; therefore administrative. Project research is administrative unless the project is adopted. Then the hours would be Service hours.
- b. **Education:** Hours obtained in attending Chapter Meetings, Area Meetings, and Annual Meetings; Provisional Training; seminars and programs which enhance volunteer skills and effectiveness.
- c. **Finance:** Hours worked to raise funds to cover Chapter and project expenses.
- d. **Service:** Hours given to service others in the community. Service includes welfare, community, cultural, and other activities. Monetary donations are not reported as service projects. NAJA Scholarship donations are not service projects.

**HOURS TIPS**

- a. If you're **LEARNING** something, it's **EDUCATION!!**
- b. If you're **SERVING** or **TEACHING** others, it's **SERVICE!!**
- c. If you're **MAKING MONEY**, it's **FINANCE!!**
- d. If you're helping to run the Chapter, it's **ADMINISTRATION!!**

Many times Chapters will unconsciously shift the focus of their attention from service work to finance projects or administration. Sometimes there are extenuating circumstances which cause Administrative hours to be high, such as working on the National or Regional level, but service should always receive the bulk of a Chapter's time and attention. The Chapter should never place greater emphasis on finance and administration. Charitable service and education are the major concerns of Junior Auxiliary.

In order to maintain an accurate picture of Chapter work, the Chapter's of NAJA have agreed that:

- \*\* The individual Chapter establishes its own Service hour requirement in keeping with an effective program of service. No Chapter can require less than 24 Service hours per member per year.
- \*\* Each member is required to accrue 12 Education hours per year, of which eight (8) Chapter meetings must apply toward the annual Education requirement. For Education purposes, Chapter meetings count one hour each.
- \*\* Half hours are not counted. Round off hours to the nearest whole number.
- \*\* Hours cannot be counted twice. Credit is only one category - administration, education, finance, or service.
- \*\* Only hours worked by JA members can be counted. Hours worked by husbands or other family members are appreciated, but cannot be credited as JA volunteer hours.
- \*\* All hours accrued by a Provisional are recorded as Provisional hours and are listed as Education.
- \*\* Chapter members serving on community boards will only count their hours if they serve as JA representatives.
- \*\* Hours of Associate/Life members are counted separately from hours of Active members.
- \*\* Travel hours to and from Annual and Area meetins cannot be counted.
- \*\* The final decision as to what counts as an Education hour rests with the local Chapter's Board.