

# Transferring Hours into Key Club

## Service Hours from **other clubs**

Examples:

- Hope, Interact, HOSA, NHS

Requirements:

**(each semester)**

- **MUST** have at least **5 key hours** in order to transfer in hours
  - You can transfer in a **MAX** of **10 hours** (to meet the 15 hours requirement each semester)
  - Student Council hours do **NOT** count (meeting attendance hours)
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## Service Hours from **outside sources**

Examples:

- Church
- Choir, Band, Orchestra
- ANY event you attend on your own time - **NOT** affiliated with any club or at JV

Requirements:

- No key hours needed!
  - No max limit on how many you can transfer!
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## How do I transfer these hours into Key Club?

- Print out the “Confirmation of Volunteer Service Form”
- Bring the form to any one of our Key meetings
- Give the form to one of our secretaries and we will input the hour!

“Confirmation of Volunteer Service Form” LINK:

[https://docs.google.com/document/d/1PxSHfsBkG5L-45CE8uEAhaP8W\\_zpy\\_-KrT4ilDXvcBM/edit?usp=sharing](https://docs.google.com/document/d/1PxSHfsBkG5L-45CE8uEAhaP8W_zpy_-KrT4ilDXvcBM/edit?usp=sharing)

