

## Legacy League Service Guidelines

### **Dress Code:**

Please remember when volunteering it is necessary that members wear the appropriate attire. Dress code will be enforced at every event. Please honor the dress code when volunteering as you will be a representative of Legacy.

Please note that there are a few dress code exceptions when wearing the purple Polo would not be applicable such as volunteer activities with AAR and Habitat for Humanity. Please review the individual philanthropy pages for specific dress code requirements.

### **Dress Requirement:**

Legacy Polo and school appropriate bottoms. This includes capris, jeans (with no holes), or mid-thigh hemmed shorts to volunteer events and meetings.

### **Not permitted:**

Short shorts, blue jean shorts, Nike style shorts and yoga pants will not be permitted while volunteering. **Exception for approved events: The ONLY time Nike style running shorts can be worn, it will be noted on the volunteer sign up. The shorts must be solid black in color with white or black trim and modest length.**

### **Committee Hour/Credit:**

Committee hours are earned by volunteering to help the Social Committee at Legacy League monthly meetings with refreshments, setting up, or cleaning the clubhouse. There will be a sign-up available on Sign-Up Genius in advance of each meeting. You only need to volunteer one time to receive your one hour/credit. Other Committees to earn your hour/credit include assisting the junior age group coordinator with the preparation of the raffle and silent auction items at the fashion show, volunteering to help the fashion show chairperson with decorations, or other similar jobs as approved by Legacy Service Vice President.

### **Reporting Service Hours:**

All members can find a copy of the service hour sheet in the Legacy binder and also on the Legacy website. Guard it with your life! Don't lose it! It is strongly suggested that members make a copy/take a photo on their cell phone of their service hour sheet, especially as the number of completed hours recorded on the sheet increases. Also, please turn in original hour sheets as periodically requested by the Service VP. This can be done at a monthly meeting or by scan/email or by text to the Service VP. New hour sheets will be available at each meeting to continue to record your volunteer hours.

Legacy volunteers must have a member of the philanthropy staff sign their Legacy service hour sheet before leaving the site. If a Legacy member does not have their service hour sheet with them, they may return later the same day or the next day but no later, to have a staff member sign the service hour sheet. The staff member will review the volunteer sign in log to verify the number of hours the Legacy member volunteered. You may also use a separate piece of paper so long as ALL pertinent information is recorded on the sheet and it is signed by the philanthropy staff member. We trust each other and work on the honor system so please proceed with integrity.

Try to complete the minimum required 15 service hours during the summer. When school starts in the fall and you find yourself in homework overload and committed to numerous extracurricular activities, you will be glad you did. 15 hours is not an overwhelming commitment when spaced out over 8-9 months.

15 hours is the minimum service hour requirement on or before March **1<sup>st</sup>**, **achieving 30+ hours of volunteer service by March 31<sup>st</sup>** earns the designation of **Outstanding Member** and special recognition at Legacy's Induction Ceremony in April.

### **Honor your volunteer commitments:**

Remember that Legacy League is a service organization and our community depends on us. If you are unable to work the hours you have committed/signed up to volunteer, remove yourself from the Sign-Up Genius **at least** 48 hours before the event. If there is less than 48 hours until the event you are responsible for finding a Legacy Member to substitute in your volunteer position. As stated in the By-Laws, two no-shows or two failures to get a substitute at a scheduled volunteer activity can be grounds for dismissal.

### **A few final thoughts...**

- ❖ While volunteering, Legacy members are encouraged to use the Legacy fanny pack to hold the service hour sheet, car keys, money, identification, and cell phone.
- ❖ Be smart – volunteer and travel with Legacy friends/Moms! Be extra careful when traveling to and from unfamiliar locations and practice parking lot safety. Walk with purpose, don't be a target!
- ❖ Please always conduct yourself in a manner that would make your mommas proud. Our philanthropies call on us year after year because our members are respectful and work hard. **You are not there to text, tweet, or post selfies. Cell phones should be put away.**
- ❖ Share with us awesome stories and pictures about your time volunteering! We love to hear how our Legacy Members shine and are making a difference in our community.

If you have any questions, please don't hesitate to contact us, the 1st Vice President-Service at [service@legacyleagueinc.org](mailto:service@legacyleagueinc.org).