



Project Recognition Form (due February 20 to sdandres@ksu.edu)

Award Requirements:

Platinum- 50 or more hours among your chapter

Gold- 40- 49 hours of community Service among your chapter

Silver- 25-39 combined hours of Community Service among your chapter

Bronze- 15-24 combined hours of Community Service among your chapter

List of Community Service completed (may attach list) Project, Number of Hours

[illegible]

Chapter Name: _____ Number of Members in your Chapter: _____

Chapter President Signature: _____ Adviser Signature: _____

Kansas FCCLA wants to thank you for your participation in this year's Community Service Project. Below fill in some quick information to have the opportunity to win an award and receive recognition. This Form is Due February 20th!

How to Calculate Time for Chapter & Community Rewards:

1. Track Each Member's Time

For every project, record:

- **Start time**

- **End time**

- **Total minutes** spent working

(Example: 3:00 PM–4:30 PM = 90 minutes)

2. Convert Minutes to Hours

Divide total minutes by **60**.

- 60 minutes = 1 hour

- 30 minutes = 0.5 hours

- 15 minutes = 0.25 hours

Example:

90 minutes ÷ 60 = **1.5 hours**

3. Multiply Hours × Number of Members

For chapter totals, multiply the hours each project took by the number of participating members.

Example:

-8 members worked 1.5 hours

- $8 \times 1.5 =$ **12 total chapter hours**

4. Add All Project Hours Together

Once all project totals are calculated, add them up to determine your chapter's **combined community service hours**.

If you have any questions email:

Vice President of Peer Education: Audrea Wilson - awilson.ksfccla@gmail.com

Kansas State Adviser: Shandi Andres - sdandres@ksu.edu