

JWL C&H
FAQs, FYIs, and Clarifications

- Please email hours to jwlcreditandhours@gmail.com or put them in on the google sheet
- Please discontinue use of the wufoo form
- All credit and hours sheets are tailored to your specific requirement
 - You have a working committee that is 40 hours
 - If you also have a standing committee then your working committee hours are reduced to 30 and 10 hours go to your standing committee. If you have multiple standing committees then the total between them should equal 10 hours. Same thing if you have multiple working committees.
- When you use the Google sheet it is a “live” document. Just click outside of the box you entered data in and it autosaves.
- Everyone should have received a link to your spreadsheet in email.
- I update the spreadsheets monthly prior to the board meeting. If you emailed hours in and don't see them on the sheet, I probably haven't done it yet this month. If you sent something in a couple of months back and it is missing, you might want to check with me.
- Please report hours monthly. If you choose to wait until the end of the year to report, don't send or hand in a disorganized list for the entire year for me to sort out. If you are waiting until the end of the year to report all of your hours they need to be written on one of the spreadsheets that I have handed out, or you can print it.
- GIVE hours must be through an approved place
- When reporting cookbook purchases, please be clear about number of cookbooks purchased
- None of the other committees “sync” to credit and hours. Just because you reported something through someone else doesn't mean I automatically know about it to enter it.
 - I don't know if you purchased cookbooks
 - I don't know if you met Gala requirements
 - Worked
 - Got \$300
 - Contacted 5 people
 - Attended
 - I don't know if you attended meetings or hosted
- Gala committee has 40 working committee hours and an additional 3 hours on gala weekend
 - Everyone has 3 hours on gala weekend
- Provisional hours are broken down on your sheets
- Transferring hours is a one time thing from one place to another.
- Maternity Leave- reduces hours by 1/3 in your working committee only, all other requirements stand
- Maternity Leave and Gala-
 - If maternity leave occurs over Gala then you will need to obtain an excused absence for Gala
 - You must still contact 5 donors. (If you need help picking up donations, ask)
 - You are still required to get a minimum of \$300 in donations or ticket sales
 - If you are unable to do the 3 hours of work on Gala weekend, contact the gala chair. There are other jobs, such as writing thank yous or something else.