



**Kin Canada**  
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## Service Reporting: FAQ

### Why is Reporting Important to Clubs?

Recording your service hours and funds as a club is very beneficial as you'll have a running total to share with potential sponsors and grantors, and your own community. This information is recorded at National headquarters for Clubs' future reference. You'll also be contributing your impact to a nation-wide total, which is very powerful and something your Club can take pride in.

### Why is Reporting Important to Kin Canada?

Kin Canada's identity is very closely linked to exemplary community service. Being able to tell that story on your behalf is an honour. Representing the amazing work you do in your community on a national level strengthens the Kin brand across Canada, enabling new partnerships and drawing in new people.

### When Should My Club Report?

We want your data in order to share your impact, but want to make it as easy as possible, so we are only requesting year-end reporting, and have removed the event report from our reporting requirements. Your club will be asked to report to HQ once a year, in June. Your club will be able to submit your totals online or through your District Service Director. The Kin Fiscal year is July 1 to June 30, so you'll report activities that occurred within that time period.

### What Should Clubs Include For "Service Hours?"

Service Hours include any hours, per Member, your Club spends serving the community OR fundraising. Report service hours per person- Ex. 3 people working a volunteer booth for 2 hours would be 6 hours, not 2 hours. Whether fundraising or doing "community service," anything related to a Club's outreach into the community would be considered "service hours." This would include any time spent in the planning and preparation of your projects and service, such as committee planning meetings. However, service hours do not include your general club meetings.

### What Should Clubs Include For "Service Dollars?"

We ask that Clubs report their **TOTAL amount of money raised (net\*)** for the fiscal year, including all National and District projects totals. HQ will take care of searching out totals for Hal Rogers Endowment Fund, National Disaster Fund, Cystic Fibrosis Canada, and District projects through the Service Directors.

\*Net- subtract expenses and funds deposited into your club's general account

### Are there Templates and Resources Available to Help?

Yes, there are tools available. Don't leave your reporting until the last minute- track it all year with the templates available on iKin. This is a great way to keep track of stats throughout the year and will help keep your year-end reporting as accurate as possible.

Contact your District Service Director, or Christine Stahl, Projects Coordinator, at [cstahl@kincanada.ca](mailto:cstahl@kincanada.ca) if you have any questions.