



Assisteens®

An Auxiliary of Assistance League® Conejo Valley
A Chapter of National Assistance League®

What is Expected of You?

Assisteens® Membership Responsibilities include:

Service Responsibilities:

1. Attend monthly meetings. Attendance at a minimum of seven (7) of eight (8) regular meetings annually. Each meeting missed beyond one will require make up service in the form of a three (3) hour additional shift at the Thrift Shop.
2. Participate in a minimum of twenty (20) service hours each fiscal year. (June – May)
3. Attend Thrift Shop training if new and serve minimum of one Thrift Shop shift annually.
4. The following constitutes service hours:
 - a. Meetings such as special, board and committee meetings
 - b. Philanthropic hours
 - c. Fundraising events
 - d. Job-related assignments (telephone, research, emails)
 - e. Thrift Shop training and minimum of one (1) Thrift Shop shift
5. Keep a record of service hours and submit online at the end of each month. Deadline is 10th of next month or hours will not be credited.
6. Service hours may not be transferred to another fiscal year.

Financial Responsibilities:

1. Timely payment of annual membership dues.
2. Active participation in Assisteens fundraising events.
3. Responsible for managing Assisteens financial resources with integrity, including when entrusted with funds to acquire goods to be included in philanthropic activities. This includes timely submission of receipts.

Social Responsibilities:

1. Code of Conduct to be observed.
2. Appropriate dress code to be observed at both monthly meeting and whenever representing Assisteens and Assistance League Conejo Valley in public events.
3. To be constructive and positive in interactions with other Assisteens, nonprofit partners and the public.

Good Standing:

1. Adherence to the above Responsibilities is a prerequisite for Good Standing.
2. Good Standing is a prerequisite for a position on the Nominating Committee, for consideration for next year's Governing Body or for renewal of Assisteens membership for next year.

Report your hours via website: www.alconejovalley.org