

Volunteer Time Commitment Policy

What we ask of members' time, and what we promise not to ask.

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OWNER	Member Experience Lead
REVIEW CYCLE	Annual
STATUS	Adopted

1 Purpose

LinkScape members are students who volunteer their time. This policy sets fair, realistic expectations for participation while respecting that academics come first. It exists to sustain the organization without contributing to member burnout — an identified top risk.

2 Minimum Commitment Expectations

Role	Typical Commitment	Notes
Member	~3-6 hours/week	Flexible around coursework
Project Maintainer	~6-10 hours/week	Includes review and coordination
Fellow	~2-4 hours/month	Advisory and mentorship
Executive Leader	As required	Leadership responsibilities

These are expectations, not rigid quotas. Consistent engagement matters more than raw hours, and members should communicate early when their availability changes.

3 Academic Schedule Considerations

- Academics take priority over LinkScape work, without exception.
- Members may reduce activity during exams, deadlines, and intensive academic periods by notifying their project lead.

- Deadlines and meeting cadence are set with student schedules and time zones in mind.
- No member is expected to work while ill, overloaded, or during holidays.

4 Leave of Absence Procedures

1. A member notifies their project lead or an Executive Leader of the intended leave dates.
2. Ongoing work is documented and handed off so nothing is blocked.
3. Access may be maintained or paused by mutual agreement; the member remains in good standing.
4. On return, the member is re-onboarded to current priorities.

Leaves of absence are normal and encouraged when needed. Extended inactivity without communication may lead to offboarding under PP-07, always handled respectfully.

Approval and Adoption

Adopted upon signature by the officers below. Pending ratification at Sprint 0 (see LS-REG-001).

Document Maintenance Log

Version	Date	Author	Changes
1.0	July 23, 2026	LinkScape Leadership	Initial release

LinkScape operates as a fiscally sponsored project of The Hack Foundation dba Hack Club, a 501(c)(3) nonprofit. Hack Club holds the charitable status and every dollar moves through Hack Club Bank.
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