

Revised from 1.27.2020

## **Approved at Board Meeting 7/20/2021**

### **SCNV Volunteer Incentive Program Policy**

As a non-profit organization, the Skating Club of Northern Virginia (SCNV) is run and managed solely by volunteers. Having a robust roster of volunteers enables the club to host a variety of on and off-ice events without the added expense of hiring staff and increasing costs to SCNV members. Furthermore, a robust volunteer cadre reflects the health of a club, as it shows that members are investing themselves in learning more about the sport of figure skating and operations of the club, while meeting other club members and strengthen the bonds of our skating community.

SCNV believes that volunteering should be voluntary and appreciated. The Volunteer Incentive Program is designed to encourage volunteerism by giving back to volunteers and acknowledging their contributions. Accordingly, SCNV offers to members a 10 percent discount on the next year membership dues to members who volunteer ten hours or more in volunteer jobs designated as volunteer incentive hours eligible.

Volunteer hours are accrued in one season, July 1 to June 30. Volunteer jobs eligible for the incentive program must be designated in advance by the Responsible Committee Chair. Eligible volunteer jobs will be posted in the SCNV Membership Site and be available to members for sign up. The Volunteer Committee chairperson on the SCNV Board will be responsible for overseeing implementation of the Volunteer Incentive Program, validating that earned hours are accurately tracked through the EntryEeze volunteer software, and the appropriate discount applied at the beginning of the new membership year.

The Responsible Committee Chair is defined as the SCNV Board Member or Board designated chairperson responsible for planning and running an SCNV event or activity. The Responsible Committee Chair has the authority to designate volunteer jobs and accompanying hours eligible for volunteer incentive hours, with the exception of those ruled ineligible under the Volunteer Incentive Program Policy.

As a general policy, the Club will make available a variety of incentive eligible volunteering opportunities during the season.

Hours will be tracked in 15-minute increments and must be verified as worked by a committee chair overseeing the event or activity. Any member of a skater's family may perform volunteer hours on the skater's behalf, however "gifting" of hours from one skater to another is not allowed. Hours may not be carried over from one membership year to the next. All volunteer hours must be completed by May 31<sup>st</sup> of the membership year in order to have discounts available for the June 1<sup>st</sup> annual opening of membership registration. Hours must be worked in order for them to be credited.

## **Re-Announcement of Volunteer Incentive Program to Membership**

SCNV is excited to re-announce the launch of the Volunteer Incentive Program. SCNV members will receive a \$20 discount on the next year membership dues or test session when volunteering ten hours or more in jobs designated as volunteer incentive hours eligible.

**Why Volunteer?** SCNV is run and managed solely by volunteers. Having a robust roster of volunteers enables the club to host a variety of on and off-ice events without the added expense of hiring staff and increasing costs to SCNV members. Furthermore, a robust volunteer cadre reflects the health of a club, as it shows that members are investing themselves in learning more about the sport of figure skating and operations of the club, while meeting other club members and strengthen the bonds of our skating community.

**How does the volunteer program work?** Effective the 2021-2022 membership season, members can start accruing volunteer hours. Eligible volunteer jobs will be posted in the SCNV Membership Site and be available to members for sign up directly. Hours will be tracked in 15-minute increments and must be verified as worked by a committee chair overseeing the event or activity. At the close of the membership season, June 31, if you have 10 hours or more in your volunteer bank, a \$20 credit will be automatically added to your shopping cart which you can use toward your membership renewal or a test session. Hours may not be carried over from one membership year to the next. All volunteer hours must be completed by June 30th of the membership year. Hours must be worked in order for them to be credited.

**How do I find out about volunteer opportunities?** SCNV will send out an email to members when new volunteer jobs are posted. Once you log into the Membership site, go to the "Volunteer" tab. Volunteer jobs will be listed there, and you can sign up directly for a job. Jobs will be identified as "eligible" or "not eligible" for the Volunteer Incentive Program. In the same tab, under "My Volunteer Hours" you can see your accrued hours.

**Can family accrue hours for a member?** Yes! Any member of a skater's family may perform volunteer hours on the skater's behalf, however "gifting" of hours from one skater to another is not allowed. When signing up for a job, there is a field to put in the name of the individual who will be volunteering.

**Are all members eligible to participate?** All Primary and Secondary members are eligible. SCNV Board members are not eligible to count time spent on Board matters, but otherwise can accrue volunteer time when performing other eligible volunteer duties.

**What are "eligible" volunteer incentive jobs?** All eligible jobs are announced in advanced and assigned a specific number of hours. Certain volunteer jobs are excluded from the incentive program, such as Club Ice Monitors (who already receive a discount) and jobs for which it is impossible to track hours. Board Member's time spent on Board matters are not eligible.

**What if my volunteer bank is missing hours I know I worked?** Contact the SCNV Volunteer Committee Chair Melissa Mahle who will work with you to resolve any discrepancy.