



## **Volunteer Recognition Policy & Procedure**

Approved June 28, 2022

### **PMI PPRC Volunteer Recognition**

Per Section 10 of the PPRC Bylaws, the Vice President of Volunteers is responsible for addressing the needs of the volunteers, including recruitment, retention, recognition, and leadership development training.

It is the intention of the PPRC to recognize and celebrate our chapter volunteers as follows:

1. Chapter Meeting discounts for volunteers based on Exhibit A
2. Volunteer of the Year Recognition and Celebration

### **Call for Nominations.**

In July of each year, the Elected Board will submit their nomination for Volunteer of the Year to the VP of Volunteers by July 30<sup>th</sup>.

This will include:

- Volunteer's Name
- Brief Essay as to why they are being nominated
- Photo

### **Nomination Process and Announcements**

Once all nominations have been received, the VP of Volunteers will coordinate with VP Communications to announce the nominees via the newsletter and social media including a link to a survey for the PPRC membership to vote for their choice of “Volunteer of the Year”.

### **Voting Duration**

Voting will take place from August 8<sup>th</sup> through August 26<sup>th</sup> via Star Chapter Survey.

### **Voting Results**

Voting results will be shared by the VP of Volunteers with the current board and the person with the most votes

Results will be shared on the Chapter Website, Newsletter, social media and announced at the next scheduled chapter meeting usually in September.

The person voted “Volunteer of the Year” will receive one (1) free year of In-person Chapter Meetings Registration (4 x \$50 =\$200) or paid conference registration up to \$200 plus an award/plaque. VP of Volunteers will request budget each year for this.

### **Volunteer Recognition Celebration**

Each year PPRC will host a Volunteer Celebration; inviting all member volunteers to an event to be scheduled by the end of September.

PPRC will fund the event up to \$500; not to include any alcohol. If necessary, a cash bar will be offered.

This event will be announced via the Chapter Website, Newsletter, and social media; with an event created in the Chapter event calendar at zero cost.

The VP of Volunteers will coordinate this event and be responsible for planning and collaborating with the appropriate Board members.

VP of Volunteers will request budget each year for this. Exhibit B.

**Exhibit A**

	<b>Volunteer Role</b>	<b>Chapter Meeting -In person</b>	<b>Chapter Meeting - Virtual</b>	<b>Anticipated Annual Cost</b>
Level 4	Board Members	\$10 off	No discounts as the price is only \$10	9 x \$10 x 4 = \$360
Level 3	Directors	\$10 off	No discounts as the price is only \$10	Potential if all Director roles are full 17 x \$10 x 4 = \$680/ Currently- 5 x \$10 x 4 =\$200
Level 2	Assistants Monthly Chapter Meeting Support Go To Meeting Host	50% off	No discounts as the price is only \$10	\$100 (for 1 person \$25 X 4)
Level 2	Assistants Monthly Chapter Meeting Set up and Clean up	25% off	No discounts as the price is only \$10	\$ 100 (for 2 people \$12.50 x 4)
Level 1	Assistants Monthly Chapter Meeting Check in/Registration	10% off	No discounts as the price is only \$10	\$100 (for 5 people \$5 x \$)
	Spot Recognitions-10 per year	Certificates for free virtual meetings to volunteers as identified by Board		\$100
			<b>TOTAL</b>	<b>\$1440 or \$960</b>

**Exhibit B**

<b>Volunteer of the Year Celebration</b>		
Winner gets 1 free year of In-person Chapter Meetings Registration (4 x \$50 =\$200) or paid conference registration up to \$200 plus an award/plaque	Winner announced in September In-Person Chapter Meeting	\$250
Celebrate all Nominees and Volunteers from each Department	Cash Bar: Chapter pays for Appz. Up to \$500 -	\$500
	<b>TOTAL</b>	<b>\$750</b>