



## CFSC Volunteer Policy

Volunteers are greatly needed to help our figure skating club run smoothly. Volunteers hours are especially needed to run the club (i.e. board members), to plan/execute club sponsored events (i.e. annual ice show, exhibitions, etc.) and to plan/execute fundraisers (i.e. River City Days and other community events). These volunteer hours help to run club sponsored events, some of which provide additional funds used to subsidize ice costs and reduce the need for increases in ice fees.

This policy was designed to encourage club members (mainly adult family members but also skaters) to contribute to the running of the club. Hours required are based on level of membership of the skater(s). See chart below:

	Join July -Sept	Join Oct - Dec	Join Jan - March
Home Club Membership	15	8	0
Aspire Membership	10	6	0

*\*For more than 1 skater per family, take full # of hours for highest level skater and add ½ the required hours for the second, third, etc. skater.*

For example:

- Two Home Club Membership skaters would be  $15 + 7.5$  (½ of 15) = 22.5 hours
- One Home Club Membership skater and one Aspire Membership would be  $15 + 5$  (½ of 10) = 20 hours
- Two Aspire Membership skaters would be  $10 + 5$  (½ of 10) = 15 hours

As of May 31, if the hours are unfulfilled, the volunteer fee will be assessed as follows:

	Join July -Sept	Join Oct - Dec	Join Jan - March
Home Club Membership	\$250	\$125	0
Aspire Membership	\$160	\$80	0

*\*For more than 1 skater per family, take full # fee for highest level skater and add ½ the fee for the second, third, etc. skater.*

The following membership levels are not required to volunteer but are encouraged to do so whenever possible: sustaining, collegiate, associate, reciprocal, and introductory.

If you prefer not to volunteer your time to the club, you may pay the fee up front and then are not required to volunteer during that membership year but your participation is encouraged when possible.

1. **All** volunteer hours must be fulfilled by May 31 or the **full fee** will be assessed to your account on **June 1st**. All hours volunteered after May 31 will count towards the next membership year.
2. Unforeseen situations, for which no rule yet exists, will be brought to the Board for discussion and decision, and the family involved will be notified.

The only exceptions to the required hours of volunteer time are the following:

- If a skater joins, upgrades their membership or renews winter quarter, the volunteer requirement is reduced as per the chart above and the volunteer fee is prorated as per the chart above if all hours are not fulfilled. Joining or renewing in spring quarter has no volunteer requirement for that membership year. Any volunteer hours completed will count towards the next membership year.
- If a skater transfers or withdraws their membership, prior to June 30, the volunteer hours will be prorated to 1.25 hours per month from July 1 or from their membership start date through the end of the month in which their membership was terminated. If these volunteer hours were not fulfilled in their entirety, the prorated volunteer fee will be billed.

### **Can a Grandparent or sibling volunteer?**

Family members will receive credit for time volunteered, however, some age restrictions may apply on an event-by-event basis. All hours must be approved by the board to qualify for fulfilling volunteer hours.

### **How will I know how many hours I've volunteered?**

The volunteer hours will be tracked by the chair of each event (e.g. River City Days, garage sale, ice show chair, etc.) or by the person asking for the volunteer time. All volunteer hours will be submitted to the volunteer coordinator within two weeks of the date of volunteering. The volunteer coordinator will keep a record of all volunteer hours which will be updated to club members on a quarterly basis.

### **How will I know about volunteer opportunities?**

Volunteer opportunities will be made available to club members for any CFSC-sponsored event or events that benefit the club either monetarily or by recruiting and retaining members. The number of hours able to be claimed for volunteer hours will vary on an event-by-event basis. Most volunteer opportunities will be posted on [signupgenius.com](http://signupgenius.com).

### **What can I do to volunteer?**

There will be many opportunities throughout the year. These are communicated via e-mail and the process to choose shifts is usually done via [signupgenius.com](http://signupgenius.com).

### **Am I required to volunteer for the ice show?**

Our biggest event each year is the annual Ice Show in March. This is a great opportunity to get in hours. The planning and coordination of the show takes over 500 volunteer hours starting as early as October. All club family are expected to volunteer for that event either on the planning team before the show helping with prep work or during the weekend of the show.

### **Will we be hosting a competition and if so, will there be volunteer opportunities?**

Like the ice show, hosting a competition would take many, many hours of volunteer time. In the event that our club hosts a competition, all families will be expected to volunteer in one way or another.

### **Does Rink Monitoring count as volunteer hours?**

Rink monitoring does NOT count towards the volunteer requirement.

Below lists of some of the current opportunities available:

- Serve on the Board of Directors or in a key volunteer role
- Volunteer to chair or help on a committee for the ice show (i.e. ad sales, volunteer coordinator, marketing, decorating, etc.)
- Manage or help with a fundraiser (i.e. plan/organize/help at a car wash or plan/organize a night helping at Culvers, Chipotle, etc.)
- Assist with Exhibitions

There are many ways to get involved! Grab a friend or meet someone new and help out the club!

This is a work in progress. We are looking for new ways to improve the volunteer program and encourage your comments/suggestions. Please provide your feedback to us via e-mail at [chaskafigureskatingclub@gmail.com](mailto:chaskafigureskatingclub@gmail.com).