



FRASER VALLEY REGIONAL DISTRICT POLICIES AND PROCEDURES

POLICY: Volunteer Recognition Awards Program

Date Issued:

Date Amended:

PURPOSE AND INTENT

Each year, volunteers work tirelessly within the Fraser Valley Regional District ("FVRD") Electoral Areas to make a difference in their communities. To encourage, support and recognize those individuals who have contributed to the betterment of the FVRD through volunteer work, the FVRD desires to establish a volunteer recognition awards program.

This policy and procedure sets out guidelines on how volunteers receive recognition awards for their years of volunteer service within the FVRD.

POLICY

In addition to a certificate of appreciation, volunteers can be recognized for their contributions through the presentation of volunteer recognition awards. A volunteer may be considered for a volunteer recognition award once every two (2) years. Presentation of these awards will be coordinated in April every two years, to coincide with the celebration of National Volunteer Week.

There are three levels of recognition awards which correlate to the volunteer's years of service:

<u>Level</u>	<u>Years of Service</u>	<u>Award</u>
1	1 to 5 years	FVRD jacket and tote bag
2	5 to 10 years	Reclaimed wood engraved plaque
3	10 years +	Shadow box with FVRD Volunteer Medal

PROCEDURE

The CAO's office will coordinate and manage all duties related to the coordination of the volunteer recognition awards program.

VOLUNTEER RECOGNITION AWARDS PROGRAM POLICY AND PROCEDURE

Starting in January of 2019, the Executive Assistant to the CAO will receive recommendations from Electoral Area Directors for recognition of volunteers within their Electoral Areas. Information required will include the volunteer's name, years of service, and contact details.

Presentation of volunteer recognition awards will take place as part of the April Electoral Area Services Committee meeting. Recognition of these volunteers will also be take place on social media or other local printed media.

All required funding from these awards shall be provided from the Electoral Area Administration budget 102.