

VOLUNTEER RECOGNITION POLICY

PURPOSE

Volunteers and volunteer organizations support the municipality through social and recreational opportunities, culture and environmental initiatives, youth and senior programming and other beneficial activities. An annual volunteer recognition program formally recognizes individuals who make contributions within the Municipality of East Ferris.

POLICY

1. Eligibility

- 1.1 Recipients are eligible to receive the award once per 5 years.
- 1.2 Persons who live outside of the municipality but are involved in organizations which operate from within the municipality and who are affiliated with the Municipality are eligible to receive this award.

2. Call for Nominations

- 2.1 A call for nominations will be made.
- 2.2 Organizations which have provided an email address will be advised of the call of nominations.

3. Submitting Nominations

- 3.1 Known individuals, organizations, agencies, or groups that provide services and/or operate in the Municipality of East Ferris may submit the Municipality's Nomination form. Forms can be found on the Municipal Website or can be picked up at the Municipal Office or the East Ferris Community Centre.
- 3.2 No more than two nominations may be submitted by the same person or organization, in any given year.
- 3.3 A nomination for a partnership, married couple or entire organization will be considered one nomination.
- 3.4 Appropriate authorization for the use of information must be provided as per the Nomination Form.

4. Recreation, Parks & Culture Committee Consideration and Award

- 4.1 Nominations will be considered by the Recreation, Parks & Culture Committee at an “in camera” meeting.
- 4.2 The maximum number of recipients chosen each year will be 5.
- 4.3 The Recreation, Parks & Culture Committee will consider the volunteer contribution to the community, the number of years of services in a volunteer capacity, the submission by the Nominator and any other criteria deemed relevant to the Recreation, Parks & Culture Committee at their sole discretion in choosing the award recipients.
- 4.4 Should the Recreation, Parks & Culture Committee wish to make an award to more than 5 recipients in any given year, they may increase the number of recipients by adopting a resolution by recorded vote.

5. Notification of Award

- 5.1 The nominating organization or person will be notified by staff of Council’s selection.
- 5.2 Recipients will receive notification and an invitation to attend the Volunteer Recognition Event and Reception along with a guest of their choice
- 5.3 An organization may select up to two individual Recipients to accept the award on behalf of the organization.

6. Volunteer Recognition Event

- 6.1 The municipality hosts an annual Volunteer Recognition Event and Reception to thank volunteers for making our community a better place to live, work and play. Community groups and organizations are recognized at this event and Awards are presented.
- 6.2 A letter of invitation is sent out to community groups and organizations inviting them to select two members to represent their organization at this ceremony.
- 6.3 If an organization has been nominated, these two members are in addition to the two members accepting the award and their guests.
- 6.4 The amount of money provided for volunteer recognition will be determined by the annual operating budget.

7. Individual Recognition

- 7.1 It is the responsibility of all staff who work with volunteers to acknowledge the valuable service they provide. This can be done by showing respect and demonstrating inclusiveness, including volunteers in meetings, training and thanking volunteers regularly.
- 7.2 A reference letter may be provided upon request, to a volunteer or student who volunteers with the Municipality. The letter will include the volunteer position(s) and a brief description of the key responsibilities as outlined in the Volunteer Position Description. This letter will be written by the direct supervisor and reviewed by the Chief Administrative Officer.

8. Procedure

- 8.1 Specific implementation of Council Policy will be administered through procedures which are established, monitored, and improved by staff.

APPROVAL OF POLICY

This policy shall come into force and effect once approved by Council Resolution.

POLICY REVIEW

This policy will be reviewed, at a minimum, at the beginning of each term of Council.

Approved by resolution of Council, No. _____, on _____, 2021.



VOLUNTEER RECOGNITION NOMINATION FORM

Please complete this form as fully as possible.

NOMINEE:

Name: _____

Mailing Address: _____

Home Phone: _____ Bus. Phone: _____

Email: _____

Permission from Individual/Organization Being Nominated:

I, _____ do hereby acknowledge that I have read and understood the information being submitted to the Municipality of East Ferris which is about me/organization. I hereby consent the information provided regarding me/organization being considered by Council in an open forum which includes publishing the information on social media channels. I agree that if chosen to receive the award, recognition including personal information about me/organization will be conducted in an open forum which may include print and internet distribution.

Name (Please Print) _____ Date _____

Signature _____

Individual/Organization Making the Nomination

Name: _____

Mailing Address: _____

Home Phone: _____ Bus. Phone: _____

Email: _____

SUBMISSION MATERIAL

Please submit a brief letter, less than 500 words and typewritten if possible, which describes who benefits from the volunteer activities and why the individual/organization being nominated deserves to be recognized for their contributions. Please also include the goals and activities of the organization who the nominee's volunteers to assist.

Please be advised that the information contained in this letter will be considered by the Recreation, Parks & Culture Committee and if the nominee is chosen, the information will be used to produce the recognition information.

AWARD BY RECREATION, PARKS & CULTURE COMMITTEE

Award of any nominee is at the sole discretion of the Recreation, Parks & Culture Committee.

If chosen, the recipient and a guest will be given a ticket to attend the Volunteer Recognition Event where the recipient will be recognized.

Please return completed forms and documentation to:

Recreation Coordinator
1267 Village Road
Astorville ON P0H 1B0
recreation@eastferris.ca

Submission deadline March 15th