

**Pueblo Municipal Shooters, Inc.**  
**Standard Operating Procedures –**  
**Volunteer Recognition Program**  
**Revised and Approved June, 2016**



Pueblo Municipal Shooters, Inc.  
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Pueblo, CO 81003  
<http://pueblosshooters.org>

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Article I - General

A. Purpose

The Volunteer Recognition Program (VRP) has been established to provide administrative tools to recognize the contributions of the club's volunteers. Pueblo Municipal Shooters, Inc. is a non-profit organization which does not employ any individuals to perform the day-to-day operations. As an all-volunteer workforce, it is important to have methods available to identify, recognize and reward those individuals who consistently volunteer their valuable time and talents. The VRP provides the organization the guidelines to fairly and consistently apply the needed recognition to encourage volunteerism.

B. Programs

The VRP allows for the creation/dissolution of multiple types of programs intended to recognize/reward various types of volunteerism. The Board of Directors shall retain the exclusive right to create new programs and alter or discontinue existing programs. Each program's specific guidelines regarding participation requirements, record keeping and recognition methods shall be documented within this document, each program in its own article.

Article II – Golden Eagle Award

A. Purpose

The Golden Eagle Award is a plaque awarded to a club member who has distinguished themselves throughout a calendar year.

B. Eligibility

Any club member in good standing, including current or previous members of the Board of Directors.

C. Criteria

The Golden Eagle Award is presented based upon a majority vote of the Board of Directors to a person who exemplifies the spirit of the organization. The areas of consideration for the award include, but are not limited to character, integrity, and service that exceeds expectations which adds value to the membership and club. It is strictly the Board's discretion as to the recipient's merits.

D. Record Keeping

Members of the Board of Directors suggest possible candidates within two months of the annual banquet via private correspondence, typically electronic mail. The final vote is also via private correspondence within one month of the annual banquet. Correspondence is done privately in order to preserve the secrecy/surprise for the recipient until awarded. The lead-time is required in order to have the plaque made and ready for presentation at the annual banquet.

E. Award Method

The Golden Eagle Award is presented at the annual banquet. If the recipient is not present, the plaque shall be delivered subsequent to the banquet; however, the award shall still be announced at the banquet in order to provide the recognition before the club membership.

### III – Annual Membership Fee Waiver

#### A. Purpose

The purpose of the annual membership fee waiver program is to reward club members who volunteer many hours of their time to range-related activities. Since the club programs are administered and implemented by volunteers, many of those activities consume a great deal of time. Very often the time spent volunteering exceeds the time the member uses the range for shooting. Once a member has volunteered the prescribed number of hours set forth within this SOP, Article III, the member shall be offered a waiver of their annual membership fee for the following year. Acceptance of the waiver is optional.

#### B. Eligibility

Any club primary member in good standing, including current or previous members of the Board of Directors.

#### C. Criteria

Primary members shall be required to perform a minimum of 40 hours of volunteer range-related work in the calendar year. Volunteer hours accrue once a member becomes a primary member and has paid the required administration fee and dues.

Range Safety Officers shall be required to perform a minimum of 32 hours of RSO duties. RSOs shall apply up to 4 public nights, 2 hours each, per calendar quarter. The reduced hours requirement for RSOs is due to the certification requirements the RSO must maintain at their own expense.

Volunteer work shall include but is not limited to Range Safety Officers (working public nights, league, Jr. Marksman, and other range events), Board Member duties (attending monthly meeting, meeting preparation), committee work such as New Member night, Incident Review, Education, SOP, By-Laws, etc., range maintenance help such as filter changes, outside cleanup, painting, and brass and lead collection/removal.

#### D. Record Keeping

Accounting of volunteer hours shall be recorded by committee chairpersons, activity coordinator, or board members on the Volunteer Tracking Form and submitted to the Membership committee chairperson in order to electronically update the member's volunteer hours for the year.

1. Accounts shall be kept based upon the calendar year, January through December. There shall be no carry-over hours into subsequent years.
2. Only the primary member and spouse/significant other volunteer hours apply towards the minimum requirement. Hours shall accrue after becoming a primary member.
3. Forms will be stored at the range office facility.
4. Blank forms will be made available to any volunteer activity coordinator.
5. Volunteer activity coordinators shall *sign-off* on individual's participation.
6. The Membership committee will provide an accounting of volunteer hours as requested on an individual member basis as well as for the entire organization.
7. The Membership committee shall provide to the Treasurer a year-end report of those members who have met the minimum requirements to qualify for the annual membership fee waiver.

The white receipts the Range Safety Officers record their time shall be submitted to the Membership committee by the Chief Range Safety Office to track RSO hours instead of requiring the use of the tracking form. This will allow their process to continue unchanged.

**E. Award Method**

The Membership committee shall notify those individuals, at the time of renewal, who has met the minimum requirements to qualify for their annual membership fee to be waived. The member must fully qualify in order to receive the benefit. There shall be no partial fee waiver. The member shall indicate within the membership renewal form of their acceptance of the waived membership fee or submit a check for the fee as normal if they choose to decline the waiver offer. The Treasurer shall verify fee waiver qualification upon receipt of the completed renewal application based upon the report provided by the Membership committee.

# Pueblo Municipal Shooters, Inc. ♦ Volunteer Tracking Form

Date	First Name	Last Name	Start Time	End Time	Activity	Approved By
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