



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 meeting via private correspondence, typically electronic mail. The final vote is also via private correspondence within one month of the annual meeting. 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 meeting.

E. Award Method

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

III – Annual Membership Dues Credit

A. Purpose

The purpose of the annual membership dues credit program is to recognize and 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. As members volunteer hours (RSO or non-RSO hours) the member shall be given membership dues credit associated with those hours which will reduce the amount of membership dues owed for the following membership year. The values attributed to different types of volunteer time shall be defined within this SOP, Article III.C. No actual cash shall be given to the member and credit shall not exceed the total membership dues owed for the following year. Acceptance of the dues credit is optional.

B. Eligibility

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

C. Criteria

Volunteer hours fall within two groups; RSO and non-RSO hours.

RSO hours are those hours where a PMS Certified Range Safety Officer performs RSO duties on Public Nights and other range-sponsored programs or events such as Pistoleras, Pistol League, Jr. Marksman (when performing an RSO function), fun shoots, etc. The member must be an approved RSO for and by the club. RSO hours shall be awarded a dues credit of \$3.25 per hour when RSO duties are performed.

Non-RSO hours are those hours volunteering in capacities such as Board members (attending monthly meetings, meeting preparation, etc.), Jr. Marksman program, committee work such as New Member night, Incident Review, Education, SOP, By-Laws, etc., range maintenance help such as filter changes, outside cleanup, painting, brass, and lead collection/removal, etc. Non-RSO hours shall be awarded a dues credit of \$2.50 per volunteer hour. The difference in the credit amounts is due to members who are RSOs must pay to maintain their certifications at their own expense.

A member may have a mixture of the two types of volunteer hours.

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 nor credit into subsequent years.
2. The volunteer hours from the primary member and spouse/significant other shall apply. Dependents, friends, etc., do not apply. Hours shall accrue after becoming a primary member.
3. Forms will be stored at the range.
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 earned a dues credit towards the annual membership dues in order to bill the member correctly.
8. All members shall record their time in the Volunteer Tracking Manual.
9. All volunteer time of each type is accumulated and the final total used for calculating the dues credit. This means partial hours on any given volunteer event shall contribute to the total.
10. Any dues credit exceeding the membership renewal dues shall not be reimbursed or provided to the member in any way.
11. Dues credit in excess of the membership renewal dues may be applied to one annual banquet guest fee, if applicable and sufficient credits are available to pay the entire cost (no partial credit). Dues credit shall not carry over to future years.
12. Dues credit shall not be provided to the member as cash.
13. Dues credit shall not be transferable to another member.
14. If the member does not renew within the renewal period, including grace period, there shall not be any cash reimbursement to the member. If the member rejoins, the dues credit is not available as it was forfeited when they failed to renew on time.
15. Dues credits are calculated and rounded down to the nearest full dollar. There shall not be any pennies/change applied as a dues credit.

E. Award Method

The Membership committee shall notify those individuals, at the time of renewal, the dues credit applied to their renewal. The renewal forms shall show the credit applied and any remaining dues balance owed. The member has the option to not accept the dues credit and pay the full renewal dues amount. In the event the dues credit is not accepted, it is forfeited and does not carry over to the next year. The Treasurer shall verify the dues credit 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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