

Section: E	Policy Number: E-020	Approval Date: February 20, 2013
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VOLUNTEER RECOGNITION

The Board of Directors of Community Living-Central Huron believes that recognizing and honouring volunteers, direct and indirect, for their service to the Agency and people it supports is important. Each volunteer can contribute in a variety of ways to support the Agency to achieve its vision. Volunteers will be recognized in a timely and consistent manner.

The President of the Board, in consultation with the Executive Director, will annually review the length of service of volunteers. The following will guide the Board of Directors with recognition to volunteers:

Board and Committee Members:

- honour Board Members upon retirement from the Board, presenting them with a framed Certificate of Appreciation; the Certificate to be signed by the President of the Board, or an Executive Committee Member;
- recognize Committee Members upon their retirement from the Agency, with a Letter of Appreciation for their service and commitment;
- for outstanding contributions, per the Agency By-Laws, acknowledge Board or Committee Members with an Honourary Life Membership to the Agency;
- nomination of Board and Committee Members to various provincial award programs (ie. Ontario Volunteer Service Awards), for their continuous length of service, beginning at 5 years and at five year intervals thereafter; and
- Volunteer Committee Members who are not Members of Community Living-Central Huron will receive a copy of the Agency Newsletter and will be acknowledged in the Committee's Annual Report to the Membership;
- when possible, invite the local newspaper and include a photo/information in the Agency Newsletter, to acknowledge volunteers, ensuring community recognition and appreciation for their contributions.

Unpaid "Direct" Volunteer Recognition:

To acknowledge the contributions of volunteers, including Students who work directly with individuals supported, the Agency will demonstrate appreciation to such individuals, depending on the length of their involvement (weeks, months) with the Agency and their contributions. Such acknowledgments can occur at various times throughout the year and may include: mementos of the Agency; Certificate of Appreciation, luncheon or a gift/gift certificate, with a maximum value of \$20. The student and/or volunteer's immediate Supervisor will initiate such recognition.

Presenter/Speaker Recognition:

From time to time, the Agency invites various presenters, speakers and/or performances for particular functions and/or topics. Should such presenters not have a fixed charge/rate, Community Living-Central Huron will provide recognition by way of mementos of the Agency, Certificate of Appreciation, gift/gift certificate and/or cash donation, specific to the nature of the contribution. The Supervisor responsible for inviting the presenter, speaker and/or performance will be responsible to initiate appropriate recognition. All financial amounts of recognition will be approved by the applicable Committee and forwarded to the Board of Directors for consideration.

Expressions of Sympathy/Memorial Donations:

As expressions of sympathy, the Board of Directors will send a sympathy card or make a contribution to a charity, club, foundation, etc., as appropriate, upon the death of a person supported or their immediate family member and a volunteer with the Agency or their immediate family member.

Also, as appropriate, the Board of Directors reserves the right to demonstrate appreciation, remembrance and honour long-term volunteers on an individual basis and to other community members and/or businesses who have made significant contributions to the Agency.