

## Policy Statement:

The PMI Pikes Peak Regional Chapter (PMI PPRC) has established this policy to define the levels of volunteer participation, recognition, eligibility, the submission process, the selection criteria and selection process.

## Eligibility:

Volunteer awards are presented annually at our January Anniversary Dinner Meeting; the award period covers volunteer activities completed from January 1st through December 31<sup>st</sup> of the prior calendar year e.g. the January 2011 dinner will recognize volunteers for service during 2010.

1. Any volunteer may be submitted for recognition; chapter membership is not a prerequisite.
2. Chapter officers (President and Vice-Presidents) are not eligible for volunteer recognition awards unless the activity occurred prior to their being elected / appointed to the position.

## How to Submit a Nomination:

All nominations need to be submitted via the "Volunteer Recognition Nomination Form" link on the "Volunteers" tab on the PMI PPRC website.

1. Individual volunteers may be nominated by a committee lead, director or officer.
2. Committee leads may be nominated by a director or officer
3. Directors may be nominated by an officer

## Nomination Deadline:

The deadline for nomination submissions is December 1<sup>st</sup>; this allows time for the board to review all submissions, to notify the respective volunteers, and to order any plaques or gifts as necessary. Nominations can be submitted throughout the year. It is recommended that submissions associated with specific events be completed as soon as possible after the event so that the nominator can recall the specific accomplishments of the volunteer.

## Recognition Awards or Levels:

These award levels may be combined.

Level	Award	Description
1	Event Registration	Volunteers may be eligible to attend the event that they volunteered for at no cost.
2	Volunteer Recognition Chapter Anniversary Dinner Meeting	PMI PPRC recognizes and honors volunteers at the January Chapter Anniversary Dinner meeting. This level includes free registration for both the volunteer and one guest
3	Appreciation Plaque	This is a plaque recognizing the volunteer for their time and effort for a specific event or activity
4	Appreciation Gift	This is a gift / gift certificate in appreciation for "over and above" participation.



Volunteer Recognition
Policy ID: MBR001
Status: draft
Date: December 15, 2010

**Selection Criteria:**

1. Criteria 1
2. Criteria 2
3. etc

**Selection & Notification Process:**

All nominations will be reviewed by the board of directors during December. The Board will review the submissions based on the criteria provided in this policy. The board retains the right to alter an award level that was recommended in the nomination submission.

Volunteers selected for recognition will be notified via letter (USPS). The actual recognition level will be kept confidential and on a "need to know" basis, so the award will be a "surprise" to the volunteer.

**Definitions:**

<b>Volunteer</b>	Individuals providing a recognized service to or for the chapter at the request of the chapter's officers, directors, or committees.

**Associated Procedures:**

Step	Title	Purpose / Description
1	Volunteer Recognition Nomination Form	Submitting a volunteer for recognition for service rendered to the chapter – a link to this form is found on the volunteer tab

**References:**

In this section, please indicate reference materials, documents, or website links associated with this policy. For example, PMI GOC related reference materials.