

AWARDS AND HONOURS POLICY

PURPOSE

To set out guidelines to recognize the contributions of volunteers of the Kerrisdale community and employees of the Kerrisdale Community Centre.

RESPONSIBILITY

Authorization of funds must be approved by the Board Treasurer with the exception of sudden situations*.

GENERAL POLICY

1. Recognition of Former Board and Committee Members

Members are to be presented with an unframed certificate and a token gift (in the range of \$10 - \$20 per year served), which should have a personal touch.

The Executive Board Secretary in consultation with another Executive Board Member is responsible to ensure that recognition of former board and committee members and other awards are presented in a timely manner, preferably at the Board Summer BBQ.

2. Other Awards

Gifts for personal occasions may be presented on behalf of the Society to employees.

Suggested Guidelines:

Retirements & Resignations

- 25 year's service & above up to \$500
- 20 year's service & above up to \$500
- 15 year's service & above up to \$400
- 10 year's service & above up to \$300
- 5 year's service & above up to \$200
- Up to 5 years \$125

Marriages

- 10 year's service & above up to \$300
- 5 year's service & above up to \$200
- Up to 5 years \$125

Births* up to \$75

Death of Immediate Family* up to \$75

The Executive is alerted to the reason for employee awards or gifts by the CRS. The Executive determines if a gift is to be given.

3. Annual Recognition Events

- a. Summer BBQ: Retiring Board and full time Centre Staff
- b. December Dinner: Board and Committee Members and Centre Staff, Instructors and Park Board liaison commissioner

4. Seniors' Annual Volunteer Recognition Tea

Awards are recognized for:

- a. Yearly Volunteers: Volunteers are awarded a thank you token
- b. 10 years of Volunteer Service: Volunteers are awarded a Ten Year pin and certificate
- c. 20 years of Volunteer Service: Volunteers are awarded a Twenty Year pin and certificate.

This event is held the first Thursday in April at the Seniors Centre. Centre staff serve the volunteers tea and coffee.

5. Youth Awards

- a. Volunteer Orientation BBQ's: held at the beginning of each session and recognizes youth volunteers from the previous session. Service may include volunteering at the Friday Night Club and other programs.
- b. Summer End BBQ Volunteer Recognition Day: Held at the end of the summer at the Play Palace and recognizes youth volunteers from the summer programs.

6. Life Memberships

Life Memberships may be awarded to individuals in recognition of their community service. Such awards require the approval of the Board of Directors upon the recommendation of a committee Chair.

Life awards will be made automatically to:

- a. Each President and Senior's Council Chairperson upon expiration of his/her term of office,
- b. Each member of the Society upon attaining his/her 90th birthday,
- c. Each member of the Society upon receiving the annual Park Board Volunteer of the Year award.

Life Memberships cards are generated by notifying the Society's Administrative Assistant.

7. Honorary Memberships

Honorary Memberships may be awarded to individuals in recognition of financial support to the Society. Such awards will require approval of the Board of Directors upon the recommendation of a committee Chair.

Letters of acceptance and appreciation will be initiated by the committee Chair who recommended the award and are to be signed by the President or a Vice President.

8. Volunteer of the Year Award

Nominations for KCCS Volunteer of the Year are put forward each year to an ad-hoc committee, appointed at the KCCS Board of Directors' August meeting.

Nominees are to be recognized for their spirit, knowledge and hours of service on a wide range of projects and programs such as:

- serving on fund raising and development committees
- teaching skills to children
- saving wildlife and rivers
- developing sports teams and arts events
- providing financial and business advice
- organizing clean ups
- putting in place community safety initiatives
- acting as youth chaperones and mentors,
- and much more

The award may recognize a single extraordinary event or service over several years.

The Executive will select recipient(s) for the Volunteer of the Year award based on recommendations received from the committee. The award will be announced and presented in December.

9. Outstanding Service Award

This award is intended to honour staff of the Kerrisdale Community Centre (including KCCS instructors and staff, as well as Park Board staff), who have provided exceptional service to the Kerrisdale community, above and beyond performance of their normal duties.

Nominees are to be recognised for their spirit, knowledge and service on a wide range of projects and programs.

The award is to be given on an irregular basis, as appropriate occasions arise (that is, not necessarily annually or biennially).