

Keystone Agility Club Volunteer Working Requirements Proposal

As a member of Keystone Agility Club, you are required to meet the volunteer work requirements set up by the KAC Board. This proposal expands the definition of “work” to include activities outside of just working classes at an agility trial. The concept is that members will be credited for the number of hours they work benefiting the Club. Members of the Keystone Agility Club are welcome and encouraged to attend all general meeting and vote on matters of the club.

Exemptions from work requirements due to unforeseen or unusual circumstances will be considered by the Board upon receipt of a written request from the member(s).

POLICY

1. In order to maintain qualification to receive the club member discounted class and seminar rates and other benefits, members must meet the Club’s work requirements.

2. Work Requirements
 - a In order to qualify for member discounts, KAC members must volunteer at least 20 hours per year. This amount is based on a rolling calendar year, so members must maintain at least 20 credit hours to be eligible for member discount benefits.

 - b Qualifying volunteer work done for the club includes:
 - Serving as a Club Officer or on the KAC Board of Directors
 - Serving as a Club Agility Training Director, Registrar, Drop In Coordinator, Facility Manager/Equipment Committee etc.
 - Serving on a Committee (Chair or Representative)
 - Webmaster/Social Media moderator and other digital work benefiting the Club
 - Trial Support* - Chair, Trial Secretary, Trial Volunteers/Coordinator, Hospitality, Ribbons, Setup/Teardown, prizes, etc.
 - Training Events Support - Seminars, Workshops, Demos, Sniff n’ Go etc.
 - Social Events Support - Holiday party organization and other events
 - Participation in cleaning equipment / facility or other facility support (weed trimming)
 - Attendance at Membership/Board Meetings
 - Other volunteer efforts supporting the Club.

*Paid work is excluded from volunteer credit hours

** Travel time may be recorded at 50% with restrictions (e.g. volunteering at a trial when not also entered/exhibiting, picking up miscellaneous items at hardware store)

3. The Board may recognize those members who greatly exceed the Work Requirement. The criteria and type of recognition/award will be determined by the Board.

4. No club member may fulfill another club member's work hour requirements without the prior permission of the Board.
5. If a person is monetarily compensated for any of the positions listed, time spent fulfilling the duties of that position may not be counted towards the club member's volunteer work hours requirement.
6. Upon receipt of a written request, in advance when possible, the Board will consider exemptions from and accommodations to the amount and type of work requirements due to unforeseen, unusual or extenuating circumstances.
7. It is the member's responsibility to ensure they receive credit for their volunteer hours by submitting the electronic form on the Keystone website or by signing the sign in sheet provided for each trial/event/activity.
8. New members will be granted 20 volunteer hours for their first year of membership and should then begin earning hours to maintain their eligibility to receive club member discounted class, facility and seminar rates and other benefits.

Procedures

1. Each member who is qualified for member discounts will be granted 20 volunteer hours at program initiation or upon joining the club. This will cover the member's volunteer requirements for the initial 12 months.
2. During the initial and each subsequent 12 months, each member will need to earn volunteer hours to maintain their 20-hour minimum for eligibility for member discounts/benefits.
3. All hours earned are active for 12 months and expire on the last day of the corresponding month of the next calendar year.

Example:

DATE	Hours earned or (expired)	Total Hours*
New Member – 1/30/22	20 Granted	20
4/15/22	5	25
6/01/22	5	30
7/15/22	5	35
11/01/22	5	40
1/31/23	(20) expired hours from 1/22	20
3/15/23	5	25
4/30/23	(5) expired hours from 4/22	20
6/30/23	(5) expired hours from 6/22	15*

7/15/23	10	25
7/31/23	(5) expired hours from 7/22	20

* If Total Hours falls below 20, the member is no longer eligible for discounts - but resumes eligibility upon earning the 20 hours.

4. Members must report their qualifying volunteer hours by completing the Volunteer Worker Reporting Form located on the Keystone website; Members Only Section. Signing in at agility trials, hours reported will be recorded/ reviewed by the Volunteer Requirements Recorder.

Hours should be reported in the following increments:

- a. 15 min = .25
- b. 30 min = .5
- c. 45 min = .75
- d. Hour = 1, 2, 3,

5. Trial volunteers will log their hours at the event through a central register for volunteer entries. Entry into the electronic system will then be coordinated by the Trial Worker Coordinator and the Volunteer Requirements Recorder.
 - a. "Double-time", i.e., double the amount of time spent may be earned doing the following activities:
 - i. Agility Trial set-up and or tear-down
 - ii. Agility Trial: work 1st and/or last class of day
 - iii. Agility Parking Attendant
6. A summary list of current total hours for all members will be posted monthly on the Keystone Agility Members List. Members should check hours credited regularly and if they feel their credited hours are incorrect, they should forward their concern to the Volunteer Requirements Recorder. The Volunteer Requirements Recorder can print out an individualized report of all hours earned for investigation and resolution.
7. The Volunteer Requirements Recorder will notify individuals monthly who have lost their member discount eligibility. Members who fall below the minimum required hours earned will lose access to discounted rates during class registration periods. The current monthly list of non-discount eligible members will also be provided to seminar registrars and class instructors.
8. Whenever members are ineligible for discounted class rates, they must pay the full rate.
9. Members resume eligibility for discounted class rates and other benefits when they again meet or exceed the 20-hour minimum volunteer hours requirement as recorded in the electronic system.