



COLONIAL FIGURE SKATING CLUB, INC.

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VOLUNTEER POLICY

Colonial Figure Skating Club, Inc. (CFSC) Membership Season: July 1, 2018 through June 30, 2019

Colonial Figure Skating Club, Inc. (CFSC), 501 (c)(3) non-profit organization, depends heavily on volunteers.

All families holding a:

- Gold membership, will be required to volunteer twelve (12) hours per year
- Silver, Team, or Professional membership, are required to volunteer eight (8) hours per year
- Bronze membership, are required to volunteer four (4) hours per year

Families who choose not to fulfill their hours will be billed an assessment fee:

- \$400.00/twelve (12) hours
- \$200.00 /eight (8) hours
- \$100.00/four (4) hours.

****NOTE**** Volunteer hours may be accumulated from July through May. Assessments are billed in early June. Volunteer hours are per family, not per member. If there are two members of different membership types, the greater of the two volunteer hour requirements must be completed to avoid the assessment. The volunteer assessment is NOT prorated.

CFSC is required to track all volunteer hours worked for auditing purposes. Members/parents are required to submit a volunteer voucher signed by event/committee chairperson, to the CFSC office within 14 days of the close of the event.

Please keep the yellow copy of the volunteer voucher for your records. Billing questions will not be addressed at the end of the year without this receipt. For your convenience, blank volunteer slips may be found in the CFSC office. If no slips are received, your account will be assessed accordingly.

Volunteers are needed in the following areas:

1. Competitions: Hospitality, Registration, Music, Ice Monitors, Runners etc. for Colonial Classic, Adult Challenge, New England Regional/ or Sectional event if awarded, Learn to Skate Spring Skate, Colonial Open
2. Events: Annual Ice Crystals Show and Send-Offs, including tickets, set-up, tear-down, costumes, music, etc.
3. Committees: Ice Committee, Pro's Committee, Publicity, Membership, Send-Offs, Tests, Athlete's Advisory, Marketing, Finance, Annual Banquet, Board of Directors