



COLONIAL FIGURE SKATING CLUB, INC.

P.O. Box 517, West Acton, MA 01720

p: 978-263-3450 | f: 978-263-1816 | e: colonial@colonialfsc.com

www.skatecolonial.org

VOLUNTEER POLICY

Colonial Figure Skating Club, Inc. (CFSC) Membership Season: July 1, 2020 through June 30, 2021

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

All families holding a:

- Gold or Child of Professional Membership will be required to volunteer twelve (12) hours per year
- Silver, Team, or, Professional Memberships are required to volunteer eight (8) hours per year
- Bronze memberships are required to volunteer four (4) hours per year
 - Volunteer hours are not required for Collegiate or Associate members

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

- \$300.00/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 volunteer hour requirements must be completed to avoid the assessment.

Ex. A family has a gold and a silver membership, the family is responsible for 12 hours. If the family has a Professional Membership and a Child of Professional membership, the family is responsible for 12 hours.

The volunteer assessment is NOT prorated.

CFSC is required to track all volunteer hours worked for auditing purposes. When volunteering at an event, it is the member/parent's responsibility to fill out a volunteer voucher, have it signed by the event chairperson, and return the slip to the CFSC office for processing so hours will be credited. Be sure to keep the yellow copy of the 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.

The deadline to turn in volunteer forms is two weeks (14 days) after the date of the close of the event that where you volunteer.

Volunteers are needed in the following areas:

Competition Support

Hospitality, Registration, Music, Ice Monitors, Runners, and various other areas for: Colonial Classic, Adult Challenge, New England Regional/ or Sectional event if awarded, Learn to Skate Spring Skate, Colonial Open

Event Coordination

Annual Ice Crystals Show and Send-Offs, including tickets, set-up, tear-down, costumes, music, etc.

Committee Support

Ice Committee, Pro's Committee, Publicity, Membership, Send-Offs, Testing, Athlete's Advisory, NEICC, Marketing, Finance, Annual Banquet, Board of Directors

By submitting a membership to Colonial Figure Skating Club, Inc., you will be automatically signed up to receive Club eblasts through the CFSC office. Check all bulletin boards at the rink for volunteer opportunities throughout the season. It is your responsibility to seek opportunities.