

GLENORA CHILD CARE SOCIETY VOLUNTEER BANK POLICY

Approved by the GCCS Board of Directors – February 2014

INTRODUCTION

Policy Objectives

The two main objectives of the volunteer bank are to:

1. Emphasize the need for and value of volunteerism within the Glenora Child Care Society (GCCS); and,
2. Collect funds that could be used to offset or completely cover the costs associated with services or events otherwise completed by volunteers.

KEY ELEMENTS

Volunteer Hours Requirement

In each calendar year each family attending GCCS, irrespective of how many children they have at GCCS, is required to complete the amount of volunteer hours set out below:

- **Daycare families- 6 hours**
- **Out of School Care families- 3 hours**

Families who join GCCS during the year are subject to the same roles and responsibilities as all other members; however, the amount of volunteer hours to be completed will be pro-rated based on how many months remain in the calendar year at the time of enrollment.

If a family has children in both programs, the daycare volunteer hour requirement applies.

Deposit Requirement

Each family attending GCCS, irrespective of how many children they have at GCCS, will be required to provide a deposit in the amount set out below:

- **Daycare families \$300.00**
- **Out of school care families \$150.00**

If a family has children in both programs, the daycare deposit requirement applies.

Families who join the Glenora Child Care Society during the year are subject to the same roles and responsibilities as all other members. However, the amount of the deposit required will be pro-rated based on how many months remain in the calendar year.

The deposit is equivalent to the volunteer hours required calculated at a rate of \$50.00 per hour.

The deposit will be returned to families if they complete the required hours of volunteer work during the current calendar year.

Method of Payment of Deposit

The deposit can be made by authorization for bank withdrawal or a postdated cheque payable to GCCS. The postdated cheque or authorization for bank withdrawal must be delivered to the Executive Director or other office staff prior to the deadline set out in this policy.

Timing of Payment of Deposit

Each family will be required to provide an authorization for bank withdrawal or postdated cheque dated December 31st of the current year and no later than January 30th.

Families who join GCCS after January 1st have thirty (30) days to provide their authorization for bank withdrawal or postdated cheque.

The amount of the authorization for bank withdrawal or postdated cheque must be equivalent to the deposit amount set out in this policy.

Families unable to provide the required deposit must make alternate arrangements with the Executive Director prior to the deadline set out in this policy.

Non-Payment of Deposit

The Executive Director and/or office staff will follow up with families who have not submitted their deposit by the deadline set out in this policy.

If no payment is received by the deadline, families will receive one (1) written reminder with a new due date. If no payment is received or no alternate arrangements are made by the date stated in the written reminder, families may receive a thirty (30) day notice of termination from GCCS.

Volunteer Opportunities Available

Various opportunities for volunteering exist throughout the year and include:

- Spring and Fall Clean Up (approx. 12 people required)
- Fundraising events including Casino (approx. 35-45 people required)
- Board of Directors (approx. 10-12 people required)
- Other miscellaneous activities such as IT assistance, handyman jobs, adhoc request for help (approx. 20 people)

In addition to formal requests for volunteers listed above, families are encouraged to identify or request credit for volunteering activities that interest them and suit their time and skills (e.g. supporting field trips, organizing fundraising efforts and approved repairs or maintenance). Such requests must be approved by the Executive Director of GCCS.

Completion of Volunteer Hours

Each family will receive a \$50 credit for every one (1) hour of volunteer time they complete. Volunteer activities from January 1st to December 31st will be included and used to calculate volunteer hours completed.

Volunteer time can be completed during one block of time or across multiple occasions

No cash credits are granted for volunteer time in excess of the required volunteer hours. Time spent in excess of the volunteer hour requirement cannot be carried over to the next year

At the end of each calendar year, families who have completed their required volunteer hours will have their authorization for bank withdrawal or postdated cheque returned to them.

Volunteer Hours completed at GCCS Casino

Casinos are a very important and substantial source of funds for GCCS. A successful Casino requires numerous volunteers for various shifts, usually eight (8) hours in length, over a one (1) or two (2) day period.

In recognition of the vital role that Casinos have for GCCS's financial stability, families who volunteer for a Casino shift will be given credit for the equivalent of two (2) years' worth of required volunteer hours.

Non Completion of Volunteer Hours

If a family has not completed any volunteer hours, the full deposit amount is payable and the authorization for bank withdrawal or postdated cheque will be utilized.

If a family has completed a portion of their volunteer hour's requirement, but less than the total, a pro-rated payment for the outstanding hours will be required.

Families that leave GCCS prior to December 31st and who have not completed the pro-rated amount of volunteer hours required will be responsible for payment of any outstanding volunteer hours.

If payment is required due to non-completion of volunteer hours GCCS will provide the family with a donation tax receipt in the amount paid under this policy

Administration

The GCCS Executive Director and Program Director will be responsible for the maintenance of a volunteer bank log. The volunteer bank log will include a listing of all GCCS families and the date, activity, and amount of time spent volunteering.

The Executive Director and Director will also be responsible for determining the amount and method, if any, of payment to be made at the end of the year for non-completion of volunteer hours.

Reporting and Evaluation

This policy will be reviewed and revised as needed by the Executive Director and/or Board of Directors of GCCS.

Participation agreement

I, _____ parent of _____, have read and reviewed the Glenora Child Care Society Volunteer Bank Policy, and agree to volunteer _____ hours as per the GCCS Volunteer Bank Policy. If I do not complete the required hours, a maximum of \$_____ will be withdrawn from my account as per the PAD agreement already on file.

OR

I, _____ parent of _____, have read and reviewed the Glenora Child Care Society Volunteer Bank Policy, and agree to volunteer _____ hours as per the GCCS Volunteer Bank Policy. If I do not complete the required hours, GCCS will cash the cheque provided for \$_____.

Cheque is attached _____.

OR

I, _____ parent of _____, have read and reviewed the Glenora Child Care Society Volunteer Bank Policy, and **will not** be completing any volunteer hours. Please cash my cheque or withdraw funds from my account as per the GCCS Volunteer Bank Policy and provide me with a donation tax receipt.

Acknowledgment of Agreement:

Parent Name _____ Parent Signature _____

Date _____

