

Volunteer Rewards Program
New Year's Eve Weekend Events

Wednesday, December 31, 2008 – Saturday, January 3, 2009
Sheraton Norfolk Waterside, Norfolk, VA

This year, to reward the contributions of our volunteer support staff to the New Year's Weekend Events, the Chapter Board has implemented an "incentives" program based upon the time and level of effort expended in support of the event. The time and effort expended is not limited to the period of the event but for any support to the Chapter between now and the event. This means that credit will be given for support of our regular monthly dances, for participation on committees, etc.

A record of time and effort will be maintained and rewards may be redeemed at the volunteer's discretion. Any Chapter Officer/Board Member may certify time and effort expended.

Examples of Volunteer Events:

- Participate in the planning phase of a specific Chapter committee (not restricted to the NYE events)
- Assist at monthly Chapter dance: refreshments, front desk, setup, breakdown, etc
- Attend a Chapter meeting and participate as an action officer for a specific task/assignment (publicity, web assistance, etc)
- Assist in one or more of the myriad of tasks leading up to, during and following the NYE event.

A listing of the tasks/activities that need to be covered is on the attached spreadsheet. If you know the days and times that you would be available to perform the duties, please mark those where appropriate. Otherwise, you will be contacted as the event approaches to find out your availability.

Also attached is a matrix describing what incentive will be awarded for services provided.

Examples of Volunteer Events:

Pre-NYE Weekend Tasks

- Participate in the planning phase of a specific committee
- Assist at monthly chapter dance: refreshments, front desk, setup, breakdown, etc
- Attend a chapter meeting and participate

NYE Weekend Tasks

- Assisting in laying the floors and maintaining them (2 times the number of hours)
 - This involves inserting fasteners (screws, using supplied power drills and screws. Rolling seats provided.)
- Assisting in breaking down the floor (2 times the number of hours)
 - This involves taking out the fasteners (using supplied power drills and screws. Rolling seats provided.)
- Reception table
 - Cashier/Ticket Seller (Take payments, give tickets, mark charts, etc)
 - General Information (answer questions, refer to Board Mbr as required)
- Access point (doors) checkers
 - Daily Tea Dances (Take/Check Tickets)
 - Evening Dances (Take/Check Tickets)
 - Dinner Dance (Check Tickets/stamp hands)
 - NYE Dance ((Check Tickets/stamp hands)
 - Workshops (Take Tickets, validate count, complete workshop report, provide to database person)
- Signage
 - Post Signs at workshop ballrooms
 - Post Direction/Informational Signs
 - Create new signs
 - Update Signs
- Daily Maintenance (check floor, boom boxes, signs)
 - Morning
 - Afternoon
 - Evening
- Decoration Designer (Dinner Dance)
 - Design/Construct
 - Set up/Take Down

INCENTIVES POINTS SYSTEM

Number Hours Worked	Incentive
2.5 – 4.75 hrs	1 workshop or 1 Daily Dance Ticket
5 – 8 hrs	2 workshops or 2 Daily Dance Tickets
8.25 - 12 hrs	1 Dinner Dance Ticket
12.25 – 15.25 hrs	1 Dinner Dance Ticket and 1 workshop
≥ 15.5 hrs	1 NYE Dance Ticket

Following is a copy of a worksheet that the volunteer will keep to log his/her time. An Officer or Board Member will sign off on the worksheet following the completion of the activity.

Name/Volunteer Event	HRS (in .25, i.e. 15 minutes = .25)	Signature of Officer or Committee Chair
NAME:		
TOTAL:		

The types of activities that we need assistance with are listed in the table below.

The time spent can be as little as an hour. Please look at the various tasks and fill in the day(s) and time(s) that you want to participate.

There are seasoned workers that will be available to help as needed.

Thanking you in advance for your participation. Your support will help in making the event enjoyable for all.

Ray Smith

Co-Chair, NYE Committee