



Volunteer Incentive Program

Rules of Engagement Fall 2017 – Spring 2018

1. Any Student team or club (Organization) within the San Juan County is eligible to participate in the VIP program. Students are defined as being between 6 and 18 years of age and not yet graduated from High School. The Organization does not have to be associated with a school but can be any youth organization. In certain instances, individual youth proposals may be approved.
2. Unless another rate is set by a donor making a designated contribution, funding will be paid to an Organization at a rate of \$8 per Student per hour of volunteer time.
3. Students must volunteer to help some outside organization, entity or individual, not their own group or team (ie feed the homeless, not man the booth at the team's own bake sale).
4. The volunteer Activity must to be done outside the regular school day such that the Student volunteers are giving up their own free time.
5. VIP does not sponsor and is not associated with the volunteer Activity in any way. VIP does not recommend, promote or endorse individual volunteer Activities and is not responsible for the safety of the students at the Activity. VIP merely provides donations to the Organization based on Student service conducted at the volunteer Activity. As such, the Organization shall be fully and solely responsible for the safety of the Students participating in the volunteer Activity. The Organization should make sure that the volunteer Activity will be conducted under adult supervision. The VIP program urges organizations to evaluate activities to assure student safety. Further, the organization is encouraged to determine whether the volunteer Activity will be covered by insurance provided by the Organization or their parent entity or the organization, entity or person being provided the volunteer service.
6. Prior to the Activity, the adult advisor for the club or team must submit a Pre-Activity Information Sheet for approval by the VIP program (see attached form) including but not limited to the items below.
 - a. Date of the volunteer activity.
 - b. Description of the volunteer activity, including who the service is being performed for.
 - c. Estimated number of students, hours each, total volunteer time anticipated.
 - d. Annual total budget for the club or team that must be raised from community sources.

7. Activity Information Sheets can be submitted at the beginning of a semester for any project that will be completed in that semester. Activity Information Sheet will be taken on a first come, first serve basis until General Fund monies are exhausted.
8. After the volunteer Activity, the adult advisor must submit a post Activity Information Sheet (form attached)
 - a. Date of the volunteer Activity
 - b. Description of the volunteer Activity, including who the service was performed for.
 - c. Names of students, time each arrived, left, and total hours volunteered
 - d. Signature of supervising adult present at the volunteer activity
 - e. List of any Donors who made designated pledges to that Organization for that specific Student volunteer activity. (Come up with a form the donors sign to give to organization?)
9. Contributions designated by Donors to go to specific Organizations shall be accounted for separately from General Fund monies. Compensation for volunteer activities by an Organization shall be funded first by designated contributions, and when those funds are exhausted, by General Fund monies.
10. General Fund monies shall be available on a first come first serve basis, with 50% of the total annual unrestricted donations being allocated to the fall and another 50% for the spring. A maximum of \$500 per school year will be donated to any individual team or club out of the General Fund. There is no limit to the amount of designated contribution money that can be a given Organization.