

# VOLUNTEER POINT SYSTEM TRACKING OVERVIEW

Tracking and coordinating the volunteers could be one of the more difficult tasks, until now. We have developed a tracking system as a solution that makes coordinating the volunteers a relatively simple task. Whether the activity is timing the athletes in competition, committee meetings, or an organization fundraiser, our program will make it simple for you to manage the volunteers via a 20 point system.

## **Volunteer Co-Chairs or Chairperson**

The Chairperson(s) defines the volunteer roles needed for each meet, activity or event. These details are then entered into one of the free easy to use websites. They will:

- define when the volunteer will be required,
- what roles are needed and
- how many volunteers will be necessary for each published call for volunteers.
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Our volunteer system provides each announce volunteer request with a web link for the volunteers to sign-up. As people sign-up, the chairs will track fulfillment to assure that we are meeting the needs of each activity. Prior to the event, reports are generated from the website. These reports can be forward to the volunteers as a reminder of their commitment to serve and as a final roster for the Volunteer Coordinators to use at each event.

## **Coordinators**

Volunteer Coordinators provide official confirmation of volunteer activity. For every activity, they are provided a roster of individuals who have signed-up on the web service. Everyone who signs up are required to sign in with the Volunteer Coordinator before the start of the event to assure that they will be given credit for their service. There will be a Volunteer Coordinator assigned to each event. For each multi-session event there will be one Volunteer Coordinator assigned to each session.

## **Volunteers**

As a Volunteer, you use a simple one page form to pick the activity you want to do and for the times you are willing to work. The program processes your request, your name will appear on the list, and you are sent an email confirmation. The volunteering process is that simple. No need to send emails back and forth, trying to negotiate for the job and times you want.

### **Point System Awards**

Volunteers will be appointed points instead of hours. The accountability in recording hours is a large and cumbersome task that varies from event to event. It is recommended that the assigned numeric system be used so volunteers meet their requirements accurately and efficiently.

### **Refund Policy**

A Volunteer Fee is required at registration. Each family must deposit a \$100 volunteer fee for the swim season. This fee will be REFUNDED upon completion of 20 volunteer points for the swim team. Refunds will be made at the end of the swim season, unless, upon request, the family may request that the funds be transferred to the swimmer's escrow account.

### **Accumulation of Points by Co-Partnership**

Single parents can illicit the support of a dedicated adult to reach their volunteer goal. They may register one adult who can assist them in meeting the required point goal. The swim family may provide the name of one person only, whose assistance can be used throughout the season. Only persons noted for these swimmers will be accepted as a volunteer.