

**BLUEWATER MICHIGAN CHAPTER
VOLUNTEER INCENTIVE PROGRAM**
(As of October 22, 2001)

The official Chapter policy for encouraging member participation includes a system for tracking time volunteered in support of Chapter activities and for recognizing such effort.

Tracking System for Volunteer Time

The Volunteer Incentive Program encourages members to volunteer their time in support of various Chapter activities by recognizing such support in a tangible way. In order to track and reward such efforts, volunteers will record their donated time on time sheets, get them verified and save the verified time sheets for eventual turn-in for various rewards. This method is similar to the “green stamps” of days gone by (see below).

There are several ways members can volunteer their time:

- Elected Officer (President, Vice President, Secretary, Treasurer, National Director)
- Elected Director at Large
- Appointed Officer (Office Manager, Chief Mechanical Officer, Ticket Agent, Program Chairman, Insurance Manager and others as determined by the Board of Directors)
- Assistant to an elected or appointed officer
- As-needed for specific events (events planning, train and ground support crews, etc.)
- Ticket order processing and other administrative tasks at Chapter office or elsewhere.
- Work at the Saginaw roundhouse (car repair/renovation, roundhouse structure maintenance, roundhouse cleanup, car cleaning, etc.) or elsewhere in support of restoration/maintenance/operation of Chapter-owned or –controlled cars (does not apply to members performing work on their own cars for which they are contractually responsible).

Some of these jobs, by their very nature, consume a great deal of time (often at home), others less so. For the purpose of simplicity, a certain amount of volunteer hours are pre-assigned for various elected/appointed offices that have year-round responsibilities; these approximate the average number of hours donated by a member while performing the duties of that position. All jobs other than those with pre-assigned hours need to be verified by the supervisor in charge or a Chapter officer. The hours credited for various jobs are further explained below.

The Chapter has supervisors in elected officers and in all officers with annual appointments, such as office administration, ticket processing, insurance, car leasing, mechanical, property, food service, newsletter, events planning, souvenirs and excursion train operations.

A generic time sheet is used to track and verify donated hours. It has spaces for the member's name, the area in which they worked, the number of hours (whole hours only) worked during a specific period and a supervisor's/Chapter officer's signature. The burden is on the members to document their volunteer time, get the sheets verified and accumulate these sheets toward eventual turn-in for rewards.

A very important point: members must check with the appropriate supervisor before starting an activity for which they expect to accumulate verified hours. Members volunteering their time will be directed to the areas where the Chapter has a current need.

Due to the many variables involved, it is not practical to credit volunteers for time traveled to/from a Chapter point of effort, even though this can be significant for some people.

The credited hours will not expire, but can be accumulated indefinitely like the “green stamps” of old. Like the stamps, the volunteers will have to safeguard their verified time sheets, as the Chapter will not retain copies.

Volunteer hours have no monetary or other value and do not constitute a claim or right of action against the Chapter. The systems for tracking and rewarding volunteer time are subject to revision by the Board of Directors at any time, as necessary to meet Chapter needs.

VOLUNTEER HOURS TRACKING
(As of October 22, 2001)

Elected Chapter officials will be credited with annual volunteer hours as follows (pro-rated for partial years served):

President – 325 hours

Vice President – 300 hours

Secretary – 300 hours

Treasurer – 300 hours

National Director – 100 hours

Director at Large – 36 hours

Appointed Chapter official (annual appointments) will be credited with annual volunteer hours as follows (pro-rated for partial years served):

Archivist/Historian – 60 hours

Car Host Manager – 60 hours

Chief Mechanical Officer – 500 hours

Chief Videographer – 70 hours

Events Committee Chairman – 50 hours

Finance Committee Chairman – 50 hours

Food Service Manager – 100 hours

General Counsel – 60 hours

Insurance Manager – 60 hours

Lease Manager – 60 hours

Librarian – 60 hours

Membership Chairman – 100 hours

Newsletter Editor – 60 hours

Personnel Manager – 120 hours

Program Chairman – 70 hours

Sergeant at Arms – 36 hours

Souvenir Manager – 100 hours

Ticket Agent – 600 hours

Various as-needed positions:

Trip/Event Chairs and other personnel will be credited with volunteer hours for time donated in support of various activities as follows:

[“Excursion” is defined as: 1) an operation using Chapter cars or cars leased for the occasion, or 2) an operation using a chartered Amtrak or VIA trainset on a special schedule. An “overnight excursion” includes one or more nights at the destination.]

- Trip Chair, one-day excursions, per operation (includes Saturday & Sunday excursions, with or without side trips) – 120 hours
- Trip Chair, overnight excursions, per operation (one or more nights out, with lodging) – 160 hours
- Working Train Crew Members, per day (all functions, includes bus/boat escorts) – 12 hours
- Excursion Train Ground Support Crew (day of trip) – 12 hours

[“Package trip” is defined as a tour of one or more days including bulk purchase of motor coach, boat, airline, Amtrak, VIA Rail or other public passenger carrier tickets plus lodging, meals and other elements as particular to a given trip. Any lodging will be at double occupancy.]

- Trip Chair, one-day package trips (including bus, public rail/tourist rail operations, etc. and multiple operations of same trip in a given year) – 120 hours
- Trip Chair, multi-day package trips (including air, bus, public/tourist rail operations, lodging, etc.) – 160 hours
- Trip escort, one-day package trips (including bus, public rail/tourist rail operations, etc. and multiple operations of same trip in a given year) – 12 hours
- Trip escort, multi-day package trips, per day (including air, bus, public/tourist rail operations, lodging, etc.) – 12 hours

All other Chapter member volunteers will be credited with volunteer hours according to their time sheets. The supervisor of the activity will approve hours in question:

- Assistants to officers by the officers in question (e.g. Treasurer, CMO)
- Other volunteers by the officer responsible for that activity

The Board of Directors may reduce a volunteer's credited hours if it determines that those hours were inflated by the supervisor/official in question.

VOLUNTEER INCENTIVE REWARDS (As of October 22, 2001)

Chapter Volunteers may exchange credited hours at any time as follows:

Rebate of Chapter portion of individual membership dues (all classes) – 15 hours

Rebate of Chapter portion of family membership dues (all classes) – 20 hours

Any T-shirt in current souvenir stock – 25 hours

Any sweat shirt in current souvenir stock – 30 hours

Any coffee mug in current souvenir stock – 25 hours

Any Chapter-produced video tape in current souvenir stock – 25 hours

Adult/child Coach ticket, same-day excursion, face value less than \$50 – 100 hours

Adult/child Coach ticket, same-day excursion, face value \$50 to \$100 – 200 hours

Adult/child Coach ticket, same-day excursion, face value greater than \$100 – 300 hours

Adult/child premium seating (as available) ticket, same-day excursion, face value less than \$100 – 400 hours

Adult/child premium seating (as available) ticket, same-day excursion, face value \$100 or greater – 500 hours

Adult/child Coach ticket, overnight excursion, including lowest priced level of lodging (double occupancy) – 800 hours

Adult/child premium seating (as available) ticket, overnight excursion, including lowest priced level of lodging (double occupancy) – 1,000 hours

Adult/child Coach ticket, package trip, face value \$50 or less – 200 hours

Adult/child Coach ticket, package trip, face value over \$50 to \$100 – 300 hours

Adult/child Coach ticket, package trip, face value over \$100 to \$250 – 500 hours

Adult/child Coach ticket, package trip, face value over \$250 to \$500 – 800 hours

**BLUEWATER MICHIGAN CHAPTER
VOLUNTEER TIME SHEET**
(As of October 22, 2001)

NAME: _____

VOLUNTEER WORK AREA: _____

VOLUNTEER HOURS WORKED (WHOLE HOURS ONLY): _____

DATES(S) WORK PERFORMED: _____

Date

Signature of Volunteer

Date

**Signature of Area Supervisor or
Chapter Officer**

**NOTE: VOLUNTEERS ARE RESPONSIBLE FOR THE PREPARATION,
VERIFICATION AND SAFEGUARDING OF THEIR TIME SHEETS; THE
CHAPTER WILL NOT RETAIN COPIES.**