



RECOGNITION POLICY

Purpose To ensure that volunteers are continually celebrated and recognized for the work that they do in an ongoing and equitable way.

Policy Statement To celebrate the volunteers who support MY MS FAMILY, an annual event will be held, along with cards and in some cases a small gift. Recognition will also take place through a variety of means during different parts of the year, including FLAG RAISING EVENTS.

Definitions “Recognition” refers to celebrating and demonstrating gratitude for the time and effort the volunteer gives to the agency. “FLAG RAISING EVENTS” refers to the month every May set by MY MS FAMILY to celebrate MS AWARENESS. “Card” refers to a hand-written card by the volunteer’s BOARD MEMBER that specifically thanks them for their work.

Responsibilities:

Board members Responsibilities It is the responsibility of the MY MS FAMILY RECOGMNITIOIN BOARD to organize and host the annual volunteer recognition event. The individual board members responsibilities for this event will be determined by the department. It is the expectation that all MY MS FAMILY BOARD MEMBERS participate in the annual volunteer recognition event. MY MS FAMILY RECOGMNITIOIN BOARD IS responsible for ordering and mailing cards in and will be coordinated by individual volunteer board members.

Procedures:

The annual Volunteer recognition event will make every attempt to allow volunteers to socialize with each other. demonstrate the important role of volunteers and make volunteers feel appreciated. The format can change from year to year, but must take place annually. When a volunteer leaves their position, volunteer board members will write a card to the volunteer and, if the volunteer has given more than one hundred hours, to determine an appropriate value gift or gift card. On occasion, and especially for long-serving volunteers, the MY MS FAMILY RECOGMNITIOIN BOARD may arrange for a board member to celebrate the volunteer and the hours, effort and gifts they have given to the MY MS FAMILY community.

All volunteers who require letters confirming their hours will be given one. References will be provided by request after a minimum three month commitment. For special event volunteers, requests may be made to receive letters confirming their volunteer hours. Additionally, all special event volunteers will receive an email of gratitude within 48 hours of the event.

BOARD MEMBERS SIGNATURE: _____ **DATE:** _____