**Kitsap Branch Recognition and Reward Policy**

1. **Purpose:** It is the purpose of the Kitsap Branch to recognize and/or reward volunteers who contribute significant time and effort towards the Mountaineers mission of “helping people explore, conserve, learn about, and enjoy the lands and waters of the Pacific Northwest and beyond.”

2. **Program Composition:** The Kitsap Branch Recognition and Rewards program provides benefits by way of five subprograms as follows:

a. Branch level recognition and rewards

b. Activity committee level recognition and rewards

c. Branch Service Award (presented at the Mountaineers Annual Volunteer Appreciation Dinner)

e. Other

3. **Branch Level Recognition and Rewards**

a. Branch level recognition and rewards will constitute approximately 20% of the total branch’s recognition and rewards budget and will be used to recognize and reward individuals for effort by role as opposed to by activity.

b. Awards will be given to top performers based on a summation of numeric points awarded to individuals performing the following roles:

(1) Day long activity (hike, climb, paddle, etc.) leader --- 1.5 pts

(2) Day long activity assistant leader --- 1 pt.

(3) Multiday/overnight activity leader --- 2 pts.

(4) Multiday/overnight activity assistant leader --- 1.5 pts

(5) Instructor (each class/fieldtrip) --- 1pt

(6) Class leader (each class) --- 1.5 pts

(7) Course director/leader (entire course) --- 8 pts

(8) Activity chair (each year) --- 5pts

(9) Safety officer (each year) --- 5 pts

(10) At large director (each year) --- 2 pts

(11) Branch representative to the Mountaineers Board of Directors (each year) --- 5 pts

(12) Branch Secretary (each year) --- 4 pts

(13) Branch Treasurer (each year) --- 8 pts

(14) Branch Chair (each year) – 10 pts

(15) Special Committee Volunteer (each meeting) --- 1 pt

c. All activities shall do their best to ensure that course, class, and event leaders and assistants are correctly registered for the applicable course, class, or event. At the branch chair’s request, the Mountaineers staff will do a website search at the end of August to get a listing by name of which individuals within the branch fulfilled any of the above roles during the past fiscal year. Projections will be obtained for any additional activities planned for September.

d. Upon generation by the staff of the branch by name listing, points will be assigned and totaled and the top 40% of the listed individuals (or at an obvious break point) shall receive REI gift cards in an amount proportional to their points multiplied by the amount of the budget set aside for their awards. Reward amounts will be rounded off to the nearest $5.

e. The top point winner will also receive a plaque for “Kitsap Branch Top Volunteer of the Year” to be presented at the Annual General Membership meeting in October.

4. **Activity** **Committee Level Recognition and Rewards Program**

a. Activity committees may submit an awards budget amount specifically for their activity volunteers at the time of the annual budget submission.

b. Should an activity request this budget item, the committee shall also provide the following to the branch treasurer and branch chair at the time of the budget submission:

(1) A description of the award(s) and the planned amount of the award(s).

(2) Criterion/methodology for determining the recipient of the award(s).

(3) Type of award to be provided (i.e. REI gift card, plaque, gear, etc.)

5. **Branch Service Award (presented at the Mountaineers Annual Volunteer Appreciation Dinner)**

a. Nominations for this award shall be submitted to the branch chair no later than the date of the fourth quarter Executive Committee meeting.

b. Nominations may be provided by email or in person at that fourth quarter meeting.

c. After all the nominations are assembled, the branch chair shall send the names and a short bio to all members of the Executive Committee for a vote.

d. The nominee who receives the most votes shall be named the recipient of the award and shall have his/her name and a bio/narrative submitted to the Seattle Program Center for preparation of the corresponding plaque.

e. In case of a tie vote, two names may be submitted.

6. **Other**

a. A complementary dinner for all EXCOM members and activity chairs plus spouses/significant others may be offered at the club’s discretion. (This activity is being planned by the BLC leadership).

b. Other ideas?