

Rocky Mountain Figure Skating Club
Volunteer Policy

Volunteer support is an essential part of our club, as our only source of revenue (other than a portion of the membership dues) is fundraising. Without the help and support of its members through volunteer hours contributed, it cannot perform its functions. To that end, beginning with the 2011/2012 membership year, RMFSC will be requiring a minimum of 10 volunteer hours per membership year for each skater. This requirement is subject to change in future years. The annual requirement will be recorded on the membership form each year.

The Volunteer Policy will be part of the Membership Packet and must be signed by each skater (or skater's representative) in order to initiate or renew membership. With the implementation of this policy we are looking to support our skaters more than ever and, over time, expand the club activities and benefits. We are excited to offer numerous volunteer opportunities that can be fulfilled from home or the rink. This list of opportunities can be found on-line or with your membership packet. Questions should be directed to the Volunteer Coordinator via email at: volunteers@rmfsc.org.

Collegiate and Associate members are not expected to fulfill this requirement but your help is always appreciated!

A tracking form will be included with your membership packet as well, and may be found on-line or in the locker room above the lock box. Members will be responsible for turning in their hours on a monthly basis. Hours will be tracked in 15-minute increments and must be verified by a committee chair or board member, prior to turning in the form. All volunteer hours must be performed by June 30th of the membership year.

If you sign up to volunteer, we will do everything in our power to give you the hours you applied for. However, if you are not needed and/or do not work those hours for some reason, they will not count.

If you do not fulfill your volunteer hours, you will be charged a flat fee of \$300/year. If you do not pay the fee, you will not remain in good standing with the club and will be flagged as such with USFS. This will result in your ineligibility for competitor funding, testing, competitions etc. If volunteer hours are not fulfilled, the \$300 fee will be due by June 30th of the membership year end. The fee will not be prorated for partial fulfillment of hours.

Members are encouraged to help as much as possible and we appreciate you keeping track of all hours, even after the minimum requirement is met. This not only helps to spread the work load and make fun, successful events, but it helps us to anticipate hours needed in future years.

We thank you in advance for your help and for being part of the team!

Rocky Mountain Figure Skating Club

Name: _____

Date: _____

Signature: _____

Entering you name on signature line will constitute accepting volunteer policy agreement.

Volunteer Sheet

This is a great opportunity to be able to pick how you would like to help the club. Please check areas in which you would be willing to work. Your assistance is greatly appreciated and will go towards your volunteer requirements.

Name: _____ Phone: _____

Email: _____

(please print clearly)

Committee Chairs

(Check if you would be willing to lead one of these committees)

- Funtastics (April)**
(Coordinate with Mile High FSC volunteer requirements)
- Colorado Champs (August)**
(Coordinate with Mile High FSC volunteer requirements)
- Summer / Holiday Exhibitions**
(Coordinate ice schedule, announcer and volunteer needs)
- Ice Show**
(Lead committee to ensure everything is running according to plan for the show)
- Skate Swap (January / July)**
(Oversee sale of lightly used skating items)
- Fundraising (at least 2 a year)**
(Seek out fundraising opportunities and lead implementation of event(s))
- Hospitality for Testing (monthly)**
(Coordinate providing food / beverages to judges and skaters, along with set-up and take down.)
- Summer Picnic**
(Coordinate the annual Summer Picnic)
- Banquet (February)**
(Coordinate the annual RMFSC banquet)
- Volunteer Coordinator**
(Keep the volunteer list up-to-date with member volunteer interests, track member volunteer hours)
- Newsletter**
(Publish monthly newsletter)
- Public Relations**
(Publish skater accomplishments, coordinate with media for events)

Committee assistants

(Check if you would be willing to help on the following committees)

Volunteer spot is used for Funtastics and Colorado Champs

Summer / Holiday Exhibitions

- play music** **announcer**
- Ice Show (please circle all that apply)**

applications	costumes	girl scouts/RTD
learn-to-skate	volunteers	tickets
props	lighting	guest skater liason
- skate swap (please circle all that apply)**
 - check-in (make sure tags are on all items)
 - check out (make sure all items are picked up)
 - Set up/ take down
 - Monitor during sale (oversee things that are being tried on and bought)
- Fundraising**
- Hospitality for testing**
- Summer picnic**
- Banquet**
(please circle all that you would be willing to provide assistance to set-up)

venue	band/DJ	check-in
door prizes	program	
- Newsletter**

photographer	write articles
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Please tell us other skills or services you are willing to volunteer

- Accounting Marketing IT Other _____