

## New for 2018 Volunteer Voucher System

DHD & CT is changing to a voucher system to track volunteer hours. This does NOT change the requirement of volunteer hours for the Year End Series Awards or the Rewards program, but will simplify tracking. Below are the key points.

1. The new program will be effective Dec. 1, 2017. Existing 2017 volunteer hours will NOT be carried forward.
2. Vouchers will be issued for all volunteer time after Dec. 1, 2017 in 4 or 1 hour increments.
3. Vouchers will be issued at events, by the event manager or individuals designated by the event manager. Volunteers should get vouchers before leaving the event. **VOUCHERS WILL NOT BE ISSUED AFTER THE DAY OF AN EVENT.**
4. Vouchers will expire 1 year from date of issue.
5. Volunteers are responsible for retaining their vouchers and submitting them as needed for DHD programs. **LOST VOUCHERS WILL NOT BE REPLACED.**
6. Vouchers can be used for the DHD Rewards program, Year-end series Award eligibility, and other programs as announced by the board. Specific requirements and instructions for submitting vouchers will be announced at meetings and/or on the website for each program.
7. Vouchers have no cash value.
8. Vouchers can be used only by the named person.
9. Volunteer opportunities and instructions will be announced at meetings, posted on the web site, and/or in email blasts, at the discretion of the board and event managers. A volunteer coordinator or event manager will be announced for each event and can be contacted directly.
10. Jobs/time for volunteers that did not sign up in advance of an event are at the discretion of the event manager and only if they are needed.