

	Dimensions: Competence	HAO Standard: 4.1	Policy: Competence #4
	Original Approval Date: August 20, 2007	Date Revised: February 17, 2009	Revision Approval Date: August 31, 2009

TOPIC: VOLUNTEER RECOGNITION AND AWARDS

POLICY STATEMENT:

NNPCN (N/PS) recognizes the value of its employees and volunteers. Awards, gifts and attendance at seminars/conferences will be distributed/authorized according to the following guidelines/criteria.

PROCEDURE:

1. Specific awards will each have their own procedural details.
2. Some of the gifts may be obtained/donated from other sources.

LIL BARTON MEMORIAL AWARD PLAQUE

PROCEDURE:

1. His/her peers will recommend volunteer to the Board of Directors.
2. Volunteer must be approved by the Board.
3. Volunteer will receive recognition and an individual plaque at the Annual General Meeting.
4. Volunteer's nameplate will be added to the Award plaque in the NNPCN office.

CRITERIA:

1. Volunteer must be in good standing with NNPCN.
2. Volunteer must have three (3) years and or 100 hours of active service to the organization.
3. Volunteer must not have received the award in any previous year.

JUNE CALLWOOD CIRCLE OF OUTSTANDING VOLUNTEERS AWARD

PURPOSE:

HAO annual award to honor Hospice volunteers for their outstanding contributions to their organization.

CRITERIA:

1. Volunteer must be in good standing with NNPCN.
2. Volunteer must not be a previous recipient of the award.
3. Volunteer must be nominated by their organization.
4. Volunteer must understand the spirit of volunteerism, by giving of their time, skills, resources and themselves, beyond the usual requirements of his/her role.

PROCESS:

1. Potential candidate names will be presented to the Chair/Delegate, for review by the Board.
2. The Board will select the recipient.
3. The volunteer will be notified by the Chair/Delegate.
4. The volunteer may or may not attend the special Award ceremony. If not, the award will be presented at the Annual General Meeting.
5. Necessary forms will be forwarded on a yearly basis by HAO and are to be completed by the Chair/Delegate and submitted, as directed, by requested date.
(Usually around the end of spring – early summer.)
6. Endorsement of the nomination will be signed by two (2) active Board members.
7. Cost for the day of the conference the award is to be presented will be covered by NNPCN (N/PS).

THE JUNE CALLWOOD OUTSTANDING ACHIEVEMENT AWARDS FOR VOLUNTARISM IN ONTARIO

PURPOSE:

To recognize extraordinary leadership, innovation and creativity of a volunteer/group of individuals, organizations and business that has made superlative contributions to their communities and the province, through voluntary action.

CRITERIA:

1. Individual, group or business that has made a lasting and meaningful contribution, or provided significant support to the volunteer activities of community and not-for-profit organizations or associations; co-operating boards; commissions; businesses; government ministries that directly recruit volunteers, etc.

PROCESS:

1. The Nomination Form and a detailed description of the achievements of the nominee(s) is completed and submitted, as per instructions, by the nominator. (This form will be sent by the Ministry of Citizenship and culture on a yearly basis.)
2. The completed, signed, original forms must be received by the Ontario Honours and Awards Secretariat by January 15.
3. An independent selection committee of 5-7 individuals, from across Ontario and represent a variety of disciplines, review the nominations and select up to 20 recipients that contribute and inspire others by the positive examples they provide.
4. Invitations will be extended to each recipient and their nominator. Each recipient may be accompanied by a select number of guests.
5. The award will be presented together with the Ontario Volunteer Services Awards, at ceremonies held across the province in the spring.

ONTARIO VOLUNTEER SERVICE AWARDS:

PURPOSE:

The Government of Ontario recognizes volunteers for their years of continuous commitment and dedicated service to a group.

Adults are recognized for 5, 10, 15, 20, 25, 30+, 40+, 50+ and 60+ years of continuous service.

Youth volunteers (under the age of 24) are recognized for two or more years of continuous service.

CRITERIA:

Volunteer who contributes consecutive years of service to a single group within Ontario, and whose work is characterized by:

1. Time given on an ongoing and active basis for which no payment has been received.
2. Membership alone is not a qualification for recognition.
3. Services performed during the normal course of professional or business duties are not eligible for recognition.

PROCESS:

1. NNPCN may complete a nomination form (NB: organization must have been in existence for a minimum of 5 years)
2. NNPCN may nominate up to 6 volunteers (adults) or up to 7 volunteers if at least one of the nominees is a youth
3. A local contact, which will be invited to the recognition ceremony for the nominated volunteer (s), will be named by the Board.
4. Nomination forms will be completed and verified according to received guidelines.
5. The Ontario Ministry of Citizenship and Immigration Nominating group head will review the nomination (s) and ensure all information is accurate and that the nominee (s) are deserving of recognition in keeping with the requirements of the award.
6. Nominations are reviewed and acknowledged by letter.
7. Volunteer, with one guest, will be invited to a special ceremony to receive the award.
8. NNPCN may also have two representatives attend the ceremony.
9. Completed nomination forms must be submitted by January 25th unless otherwise indicated.

HOURS OF SERVICE AND PIN PRESENTATIONS:

HOURS OF SERVICE IN FISCAL YEAR – CERTIFICATES:

- Over 100 hours - Gift Value - \$15.00
- Over 200/300 hours - Gift Value - \$30.00

YEARS OF SERVICE – PINS:

- Five (5) years – Active Volunteer – Silver Pin
- Ten (10) Years – Active Volunteer – Gold Pin

Note: Volunteer must have documented volunteer hours in each of the years of service.

RETIRING VOLUNTEERS:

- Up to two (2) years of service – Card
- Two (2) to Three (3) years of service – minimum of 100 hours of total service – Gift (\$25.00 value)
- Three (3) years or more of service with minimum of 150 hours of total service – Plaque.

OTHER OCCASIONS:

Annual Volunteer Retreat:

- NNPCN will contribute \$200.00 annually towards this event

AGM/Appreciation Dinner:

- \$3.00 gift at each place setting

Christmas Pot Luck:

- Small token to each volunteer in attendance - \$2.00

Illness/Injury

- Card
- Flowers/Plant at discretion of office

Hospital Stay:

- **Volunteer**
 - Card
 - Flowers (\$25.00 plus taxes and delivery) with 3 years continuous service
- **Staff/Team Leaders**
 - Card & Flowers (\$25.00 plus taxes and delivery)

Weddings:

- Card

Birth/Adoption:

- Card

Death In Family:

- Card and Plant (\$40.00 plus taxes and delivery)

Speakers:

- In-Service Training Sessions (token of appreciation at discretion of the office)

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy
08/11/08	B. Charron			