

**SUBJECT: VOLUNTEER RECOGNITION PROGRAM**

The following provides the necessary vehicle by which the University will recognize the support of fundraising volunteers accredited by the Development Office.

It is recognized that a volunteer is in fact a donor by the contribution of time, experience, counsel or information.

Basic principles applicable to accredited fundraising volunteers:

- Each volunteer will receive ongoing orientation on the goals of UNBC and training for the appointed task.
- Each volunteer will be updated on developments and the progress of the University, as well as the accomplishments of the campaign.
- Each volunteer will receive full and appropriate recognition for their contribution.

**Guidelines**

Letters of acknowledgement will be issued to each volunteer on:

- a) joining the campaign or fundraising project;
- b) on completion of a specific project; and
- c) on "retirement" from the campaign or project.

Volunteers will be routinely recognized, in appropriate fashion, in external and internal communications.

Recognition Certificates will be routinely presented to volunteers for completion of substantial tasks, on retirement and for long service (with substantial involvement).

Recognition Events will be held, generally annually, on a regional basis, and will be attended by one or more senior representatives of the institution.

The President will, from time to time, present an appropriate form for distinguished service. This award could be the Friend of the University.

The University will not give expensive personal gifts. It may, from time to time, give such items as pins and sweatshirts to volunteers.

The Volunteer Recognition Program will be administered by the Development Office under the direction of the President.