



COLONIAL FIGURE SKATING CLUB, INC.

VOLUNTEER POLICY

**Colonial Figure Skating Club, Inc. (CFSC) Membership Season
July 1, 2017 through June 30, 2018**

Colonial Figure Skating Club, Inc. (CFSC), 501 (c)(3) non-profit organization, depends heavily on volunteers.

All families holding

- Gold Level memberships will be required to volunteer ten (10) hours per year.
- Silver Level, Team, and all Professional level membership families are required to volunteer five (5) hours per year.
- Bronze Level families are required to submit three (3) volunteer hours.

Families who choose not to fulfill their hours will be financially responsible for payment of

- \$200.00/ten (10) hours
- \$100.00 /five (5) hours
- \$50.00/three (3) hours.

CFSC is required to track all volunteer hours worked for auditing purposes. When volunteering at an event, it is the member/parent's responsibility to fill out a volunteer voucher, have it signed by the event chairperson, and return the slip to the CFSC office for processing so those hours will be credited. Be sure to keep the yellow copy of the voucher for your records. Billing questions will not be addressed at the end of the year without this receipt. For your convenience, blank volunteer slips may be found in the CFSC office. If no slips are received, your account will be assessed accordingly.

The deadline to turn in volunteer forms is two weeks (14 days) after the date of the close of the event that where you volunteer.

Volunteers are needed in the following areas:

Competition Support

Hospitality, Registration, Music, Ice Monitors, Runners, and various other areas for: Colonial Classic, Adult Challenge, New England Regional/ or Sectional event if awarded, Learn to Skate Spring Skate, Colonial Open

Event Coordination

Annual Ice Crystals Show and Send-Offs, including tickets, set-up, tear-down, costumes, music, etc.

Committee Support

Ice Committee, Pro's Committee, Publicity, Membership, Send-Offs, Testing, Athlete's Advisory, NEICC, Marketing, Finance, Annual Banquet, Board of Directors

By submitting a membership to Colonial Figure Skating Club, Inc., you will be automatically signed up to receive Club eblasts through the CFSC office. Check all bulletin boards at the rink for volunteer opportunities throughout the season. It is your responsibility to seek opportunities.

Volunteer hours may be accumulated from July through May. However, most events take place before the end of May and assessment bills will be issued in early June.

I acknowledge that I have read and understand the volunteer policy.