

## **Volunteer Contribution Documentation Process for Colts Neck Sports Foundation (CNSF)**

The Colts Neck Sports Foundation (CNSF) values the time and effort contributed by its volunteers, including board members, and seeks to maintain transparency and fairness in how volunteer contributions are tracked, documented, and rewarded. To this end, CNSF has established the following process for documenting volunteer and service contributions, which may include eligibility for benefits such as reduced or waived fees for the children of volunteers.

### **1. Volunteer Policy**

The CNSF Volunteer Policy outlines the framework for volunteer service and any benefits tied to it, such as fee reductions. This policy applies equally to all volunteers, including board members, to ensure fairness and prevent conflicts of interest.

- **Volunteer opportunities:** Coaching, event coordination, field maintenance, administrative tasks, fundraising activities, etc.
- **Benefits:** Reduced or waived fees for children of volunteers may be offered in exchange for substantial volunteer service, in accordance with the CNSF Fee Waiver Policy.
- **Volunteer requirement:** A minimum of 20 hours of volunteer service per season may qualify volunteers for these benefits, as long as the service aligns with CNSF's operational needs.

### **2. Volunteer Agreement**

Before starting volunteer activities, individuals will sign a CNSF Volunteer Agreement that outlines:

- The scope of their duties.
- The expected number of hours.
- Any benefits tied to their service, such as fee reductions or waivers for their children.

Board members who wish to volunteer must sign the agreement, and the terms must be approved by a neutral party (e.g., the board president or secretary).

### **3. Tracking Volunteer Hours**

CNSF will use a formal system to track volunteer contributions:

- **Sign-in sheets:** For in-person activities (e.g., coaching, events), volunteers will sign in and out to log their hours.
- **Volunteer management software:** CNSF will implement or maintain a digital platform (e.g., VolunteerHub or SignUpGenius) to allow volunteers to track their hours online.
- **Manual time logs:** In cases where digital tracking is not available, volunteers can submit paper time logs detailing their hours worked.

A Volunteer Coordinator or a designated CNSF representative will review and verify volunteer hours regularly.

#### **4. Documentation of Service Contributions**

CNSF will maintain detailed records of each volunteer's contributions. The following will be documented:

- Date and time: When the service was performed.
- Description of tasks: What specific tasks were completed (e.g., “Organized registration for the spring soccer league”).
- Supervisor verification: A CNSF supervisor or team leader will verify the hours and the completion of tasks.

Service logs will be kept in the CNSF’s volunteer database or in physical files, as appropriate.

#### **5. Fee Waiver or Reduction Process**

If a volunteer (including a board member) qualifies for a fee reduction or waiver for their child’s participation in CNSF programs:

- Approval: The waiver or reduction must be approved by the board (or a designated committee), and any board member receiving the benefit must recuse themselves from the approval process.
- Documentation: A formal Fee Waiver/Reduction Form will be completed, detailing:
  - The volunteer’s name.
  - The number of hours contributed.
  - The benefit granted (e.g., partial or full fee waiver).
  - The justification for the waiver (e.g., service contribution).

The Fee Waiver/Reduction Form will be stored in the financial records for audit purposes.

#### **6. Regular Reporting to the Board**

At every board meeting, the Volunteer Coordinator or a designated CNSF staff member will present a Volunteer Service Report, which includes:

- Total volunteer hours logged.
- A breakdown of volunteer tasks and activities.
- A summary of any fee waivers or reductions granted, including to board members.

The board will review and approve the report, ensuring that all benefits are justified and comply with CNSF policies.

#### **7. Volunteer Recognition**

CNSF will issue Volunteer Appreciation Letters or Certificates to acknowledge the contributions of volunteers who meet the minimum service requirements. These letters will serve as formal documentation of the value volunteers have provided to the organization.

Copies of these letters will be stored in the volunteers' personnel files for future reference.

## **8. Financial Documentation and Auditing**

The Treasurer or designated financial officer will maintain records of any financial benefits granted due to volunteer service. This includes:

- Logging fee waivers or reductions in the financial system.
- Cross-referencing the waivers with the service logs to ensure that all benefits are tied directly to verified service contributions.

CNSF will conduct an annual review of volunteer contributions, especially for board members, to ensure compliance with nonprofit regulations and prevent conflicts of interest.

## **9. Conflict of Interest Management**

CNSF's Conflict of Interest Policy will guide any situation where a board member is receiving a benefit, such as a fee waiver for their child. Board members must disclose potential conflicts and recuse themselves from related decisions. All such disclosures and recusals will be documented in the board meeting minutes.

## **10. Annual Review and Policy Update**

CNSF will conduct an annual review of its Volunteer Contribution Documentation Process to ensure it aligns with best practices, legal requirements, and the organization's goals. Any updates or changes will be approved by the board and communicated to all volunteers.