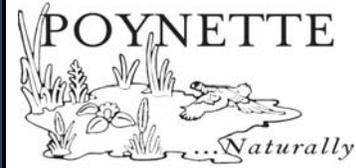


# Volunteer Recognition Policy



Adopted by Village Board: August 12, 2019

## I. PURPOSE

The purpose of this policy is to establish guidelines and procedures concerning the annual recognition of volunteers by the Village of Poynette Board of Trustees.

## II. POLICY

Volunteers are essential for communities. Without volunteers communities would not be able to provide the quality of life and level of service provided to residents and businesses. While volunteerism is an altruistic activity where an individual provides services for no financial or social gain, the Village of Poynette Board of Trustees desires to annually and publicly acknowledge and recognize one community volunteer based on an open, defined and consistent process.

## III. PROCESS

1. Village administrative staff will advertise the nomination form during the month of October. The nomination form will be advertised on the Village's website, social media platforms and posted in the Village's usual posting spots.
2. An advisory committee shall meet in November to review the nomination forms and select an individual to be the annually recognized volunteer.
3. The advisory committee shall be comprised of the Village President, Village Administrator, Village Clerk/Treasurer, Chief of Police and one additional member of the Village Board as selected by the Village President.
4. The selected individual will be notified and be given the choice to opt out of receiving the recognition. The committee will select another individual and proceed through the process as before.
5. The Village Board will recognize the selected individual with a resolution and plaque at the first Village Board meeting in December.

## IV. CRITERIA

In selecting the recognized individual, the advisory committee shall select an individual who volunteers their time, passion, expertise, knowledge or other traits which positively impacts the citizens and community of Poynette.

