

**CITY OF OWATONNA, PARKS AND RECREATION DEPARTMENT
POLICY STATEMENT
RECOGNITION OF VOLUNTEER SERVICES, CONTRIBUTIONS AND DONATIONS**

The City of Owatonna Parks and Recreation Department acknowledges that the department annually is the recipient of volunteer services, contributions, and donations. Due to the very significant impact of these many gifts, the Park and Recreation Department hereby establishes a policy which delineates how individuals, businesses, or organizations will be recognized for volunteer services, contributions, or donations.

In order to establish a relationship between volunteer services and contributions/donations, volunteer services have been assigned a \$5.00 per hour value. This allows for equitable comparative values throughout the Recognition Policy.

The Recognition Policy consists of the five following levels:

Level I: 1-30 hours of service or contributions/donations with the monetary value of \$5.00 - \$149.00.

Form of recognition: Thank you letter from a Department staff member.

Level II: 31-249 hours of service or contribution/donation with a monetary value of \$150.00-\$1249.00.

Form of Recognition: Certificate of Appreciation, and invitation to Recognition Banquet.

Level III: 250-499 hours of service or contribution/donation with a monetary value of \$1250.00-\$2499.00.

Form of Recognition: 5 inch by 7 inch plaque, and invitation to Recognition Banquet.

Level IV: 500-999 hours of service or contribution/donation with a monetary value of \$2500.00-\$4999.00.

Form of Recognition: 6 inch by 8 inch plaque, and invitation to Recognition Banquet.

Level V: Minimum of 1000 hours of service or contributions/donation with a monetary value of \$5000 or greater.

Form of recognition: 8 inch by 10 inch plaque, invitation to Recognition Banquet and induction into Wall of Honor.

*** SeniorPlace Recognition of Volunteer Services:**

1. Receive a plaque for each level only once.
2. Name to be placed on Wall of Honor only once.
3. SeniorPlace holds a lunch on the opposite year of the dinner provided by the City.
4. A plaque to be placed at SeniorPlace listing total number of hours that are volunteered each year.

Determination of Hours of Service.

Other than those activities for which hours of volunteer service have been predetermined, hours of service shall be calculated on a per hour basis. A department staff member will certify hours of service on a form in the department's office. Predetermined hours of volunteer service have been established for the following activities:

Adult Special Recreation Volunteer 2 hours per week
Soccer Coach 40 hours per season
Flag Football Coach 40 hours per season
Tackle Football Coach 40 hours per season
Squirt Basketball Coach 15 hours per season
Youth Basketball Coach 50 hours per season
Youth Hockey Coach 50 hours per season
Squirt Baseball Coach 40 hours per season
Mite Baseball Coach 40 hours per season
T-Ball Coach 40 hours per season
Elementary Fastpitch Softball Coach 50 hours per season

Recognition Reception:

Each individual recipient or representative of any business, group, or agency that attains Level III, IV, or V shall be an invited guest to the Recognition Reception.

Wall of Honor:

The Wall of Honor shall be located within the City Administration Building. The Wall of Honor will recognize individuals and groups/organizations who through singular or joint actions have given 1000 hours of service or contributions/donations with a monetary value of \$5000 or more.