

 <p style="text-align: center;">Policies and Procedures</p>	Number: 7
	Name: “Perks” for COKC Instructor/Worker Members
	Developed by: Training Committee
	Approved by: Executive
	Approval Date: February 2011
Amendment Date(s): June 2020, March 2023	

1. A voucher system shall be used to reward COKC members for service to the club.
2. Vouchers have no monetary value.
3. For instructors and assistants, one voucher is earned per class/per session taught or assisted; i.e. if a person teaches or assists in a Manners 1 class and a Manners 2 class for one six-week session, that person would receive two vouchers; if a person teaches or assists with three agility classes for one eight-week session, that person would receive three vouchers. Instructors and assistants would include people who are teaching agility, as well as those teaching regular classes.
4. Flyball instructors will receive one voucher per session to a maximum of five per year.
5. Vouchers are given to people after they have completed teaching or assisting with a class, so this means a person would not be eligible to use a voucher for a free class until after they had completed teaching or assisting with a class. Vouchers will be presented to instructors/ assistants at the completion of each class they teach. (Note: Class refers to a full six, eight, ten or 12-week session, whatever is the norm for the particular set of classes.)
6. Vouchers will have the individual’s name printed on them, and they shall not be transferable. The only exception to this is if a dog is owned by a family, the voucher earned by one member of the family may be used by another member of that family.
7. Vouchers are good for two years from date of issue.
8. Volunteers must be COKC members at the time of voucher distribution and redemption.
9. Vouchers may be redeemed for free classes, and may also be used by members (single, family or junior) to pay their annual club membership renewal fees.

Other people besides instructors and assistants who are eligible to receive vouchers:

- Members of the Executive: two vouchers per year (at completion of term, i.e. April 30th)
- Members of the Training Committee (four members): two vouchers per year (at completion of term, i.e. April 30th)
- Members of the Flyball Committee (three members) two vouchers per year (at completion of term, i.e. April 30th).
- Members of the Show Committee (maximum of six members) two vouchers per year (at completion of term, i.e. April 30th).
- Each Committee shall provide the names of these volunteers to the Treasurer when requesting the vouchers. There will be no carryover of volunteer vouchers (i.e. if the Committee does not request vouchers at the end of term, that committee may not request additional vouchers after their next term.)

There are also other people who may, from time to time, be eligible for vouchers. These will be determined by the Executive.

The vouchers will be completed and distributed by the Treasurer.

Voucher #:	Volunteer:	Position:	Date of Issue:

This voucher may be redeemed by the above-named volunteer for one free class from Crocus Obedience & Kennel Club (COKC), or to pay annual club membership renewal fees.
This voucher has no monetary value, is non-transferable and must be redeemed within 2 years of the date of issue.
The volunteer must be a COKC member at the time of distribution and redemption.

Class Used for: _____

Date of Usage: _____

Thank you for volunteering!

Signature of COKC Treasurer