

**Procedure Title:** Draft Parent Association Volunteer Recognition Procedure

**Date Created:** 3/4/09

**Review Date:**

**Procedure Number:** PA-b

**Body of Origin:** Parent Association

**Review Authority:** Parent Association

**Procedure:**

The Parent Association will recognize and thank all volunteers according to the following steps:

1. Tracking of volunteers: there will be a centralized list that tracks volunteers throughout the year. The Parent Association will ask each event organizer throughout the school year to provide a volunteer list for that event. The Parent Association will coordinate with the Development Committee to track and recognize volunteers.
2. Thank – you to be given after each Parent Association event: coordinate with Development Committee to maintain a consistent process.
3. Ceremony at School Picnic: The Parent Association will distribute something to wear at the beginning of the school picnic. There will be a ceremony toward the end of the picnic.

**Related Policies and References:** Parent Association Volunteer Recognition Policy (PA-8)