

Volunteer Appreciation Program

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Coolidge-Florence ELKS Lodge 2350 Volunteer Appreciation Program Standard Operating Procedure (SOP)

Approved by: Board of Directors

Effective Date: August 14, 2025

Review Date: April 30, 2026

Contact: Volunteer Appreciation Committee

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“Recognizing the Heart of Our Lodge – Our Volunteers”

1. Purpose

To outline the procedures for recognizing and appreciating volunteers who contribute to the success of Elks Lodge 2350. This SOP includes performance criteria, award levels, and hour reporting requirements.

2. Scope

This SOP applies to all volunteers affiliated with Elks Lodge 2350, including Elk members, spouses, widows, and widowers. It covers contributions made to lodge-sponsored activities and events, both on-site and off-site.

3. Rating Criteria

- Volunteers must be in good standing with the Lodge.
- All documented hours are eligible if they support Elks 2350 initiatives or events.
- Hours must be properly reported in accordance with lodge procedures.
- Volunteer work performed at the lodge or off-site will be counted toward the annual total.

4. Levels of Awards

Bronze Level – 25 Hours Annually

- Elks shirt
- \$12 dinner voucher
- Elks name tag (if not already received)

Silver Level – 35 Hours Annually

- All Bronze benefits
- Invitation to Annual Volunteers Appreciation Event
(Includes cocktail hour, dinner, and dance)

Gold Level – 75 Hours Annually

- All Bronze & Silver benefits
- One guest invited to Appreciation Night (free)
- Special recognition from the Exalted Ruler

Volunteer of the Month

- Selected monthly by the Board of Directors
- Nominated by committee chairs
- Recognized at membership meetings and in the newsletter

Volunteer Appreciation Program

- Receives Volunteer of the Month shirt, dinner voucher, and special award

5. Reporting Requirements

- Volunteers must submit hours via the online reporting system.
- All entries are verified by the Volunteer Coordinator.
- Verified hours are used to determine award eligibility.

6. Reporting Timeline

- Hours must be reported within **72 hours** of volunteering.
- Monthly review and verification are conducted.
- A summary is presented at membership meetings and published in the newsletter.

7. Online Reporting Access

Volunteers may report hours using any of the following methods:

- Lodge iPads
- iPhone (see Stephen Hotz to set up shortcut)
- Android phone or home computer (create shortcut)
- Elks 2350 Web Page

Reporting Form Link:

https://docs.google.com/forms/d/e/1FAIpQLSfdkN1gw8i7Lvr6y_dcAYCsfvuJDYsTCK340nt0YPFiJYm5RA/viewform

Instructions for Submission:

- Enter your name
- Enter the date volunteered
- Enter total time in hours
- Select the activity (multiple selections allowed)
- If not listed, select “Other”
- Enter mileage (if applicable)
- Provide a brief description of work performed
- Specify the area of the lodge or off-site location
- Complete all required fields marked with “*”
- Click “Submit” to finalize your entry

8. Review and Approval

This SOP is reviewed annually to ensure continued effectiveness.
All changes must be approved by the Board of Directors.

Thank you for your dedication to Elks Lodge 2350. Your service strengthens our community and enriches our mission.