



Volunteer Hour Form:

Requirement: 12 hours Per MPFSC Member Family/8 hours per Bridge Skater Family to be completed between September 4, 2018 - May 23, 2019

The Mt Pleasant Figure Skating Club is a non-profit organization primarily operated by volunteers. In order for this club to continue providing extensive and varied opportunities, it is necessary for MPFSC Members and/or their families to volunteer a minimum of 12 hours throughout the membership year. The commitment for our Bridge Families is 8 hours. Volunteer Hours not completed by May 23, 2019 will billed at the rate of \$10/uncompleted hour.

Please be sure to read the Volunteer Hours FAQ for full details.

Earning your hours

Please check one of the following activities you feel you would be able to help with.

- Passing out flyers to schools and business for MPFSC events [1 hour per event]
- Playing music during club ice
- Ice Monitor during club ice
- Hospitality for club events [testing, competition etc]
- Test Sessions
- Locker room cleaning
- Ice show performances – [2 hours credited per show worked]
- Props for Ice Shows - [2 hours credited per show worked]
- Spot Light work for Ice Shows - [2 hours credited per show worked]
- Costumes organization or manufacture for Ice Show
- Mountain Town Classic
- Learn to Skate Registration
- Media promotion of MPFSC and its benefits and events
- Other – list any skills you have you feel might be helpful to promotion of our club

Select the options you are most interested in from the list above to give us an idea where you would prefer to help out.

- I wish to "buyout" my volunteer hours at the rate of \$10 per hour.*

Please sign below to verify that you have read and agree to the volunteer requirements listed here and in the Volunteer Hour Frequently Asked Questions (FAQ):

Skater's Name: _____ Signature: _____
(Parent/Guardian if under 18)

Preferred Phone: _____ Preferred Email: _____

Volunteer Hour FAQ:

Why is it required to complete Volunteer Hours?

- The Mt Pleasant Figure Skating Club is a non-profit organization primarily operated by volunteers. Being a member of the program means you are a member of the community, and that means doing your part to help us be successful. In order for this club to continue providing extensive and varied opportunities, it is necessary for families to volunteer throughout the skating year. We can't do it without you!

Who must complete the volunteer requirement?

- If a Bridge or MPFSC member skates at the Isabella County Events Arena, the skater and/or their family will be required to fulfill the required volunteer hours.
- Active Collegiate Members who meet the above definition will also be required to fulfill the volunteer requirement.

How many volunteer hours are required?

- MPFSC Club Members and/or their families are required to complete 12 hours of volunteer time from September 4th, 2018 - May 23rd, 2019. Skaters and families involved in the Bridge Program are required to complete 8 hours during that same time frame.

How many hours will I earn for volunteering?

- Volunteer hours are earned on an hourly basis. If you volunteer for the Ice show and do two hours of work, you will be credited for two hours of volunteer time.

Are there any special requirements for earning volunteer hours?

- Yes, but it's for a good reason we promise! One-fourth of the hours (3 hours Club/2 hours Bridge) are required to be "physical" in nature. Examples would be playing music for club ice/practice, monitoring the Learn to Skate Cart, helping out at competition or the ice show, etc. We are so grateful that families wish to help out with the food and hospitality for our test sessions/competitions, but we have so many other jobs that need to be filled as well. This requirement helps make sure those tasks are taken care of too.

What if I cannot complete my volunteer requirement before the end of the skating year?

- There are lots of opportunities to complete your hours, so just ask us for help if you are in a crunch to complete them, but any volunteer hours not completed by May 23, 2019, will be billed at the rate of \$10/uncompleted hour.

What can I do to complete my hours?

- There are lots of opportunities to complete your hours! Some examples are:
 - Pass out flyers to schools and business for MPFSC events* (1 hour credited per event)
 - Playing Music during Club Ice and Drop In* — Play program music for skaters and coaches during practice time. (1 hour – 1 1/2 hours credited per session)

- Ice Monitor during Club Ice* — Check in Skaters as they take to the ice. Mark off on monitor sheet and collect drop in payments as necessary. (1 hour credited per session)
- Learn to Skate Cart* — Monitor the cart during Learn to Skate Sessions, answer questions or direct to those who can. (1 hour credited per class)
- Test Sessions — Set up*, clean up*, runner for results*, and more. (hours will vary)
- Locker Room Cleaning* — Help us keep the club room clean! (hours may vary)
- Ice Show Performances — We need help with set up*, welcome desk*, ushers* and more. Sign up will be available prior to the event. (2 hours credited per show worked)
- Props for Ice Shows* — Help create props for our annual ice show. (Time will vary)
- Spot Light work for Ice Shows* — Help light up our skaters as they perform in the ice show. Training will be provided. (2 hours credited per show worked)
- Costume organization or manufacture for Ice Show* — We provide costume accessories for all of our Learn to Skate participants in the ice show. Help us design ideas or even make pieces for the costumes. (Time will vary)
- Mountain Town Classic — We need LOTS of help with our annual competition. Jobs will include: registration*, ice monitor*, announcer*, music player*, result runner*, medals presenter*, making posters to welcome clubs/skaters* and more. Sign up will be available prior to the event and hours will vary based on position and schedule.
- Learn to Skate Registration* — Help sign up skaters and their families for Learn to Skate Lessons. Sign up is held 3-4 times per year from 5:00 pm - 6:00 pm. (1 hour credited per event)
- Media promotion of MPFSC and its benefits and events* (hours may vary)
- Hospitality for club events (testing, competition, etc) — Bring in food/drink for our coaches and judges. Sign up will be available prior to each event. (1 hour credited per dish, per event)

*Indicates a "physical" task

These are just a few of the many ways you can help our program and events be successful. If you have a unique talent or skill that you feel would benefit our organization, we'd love to hear your idea!

Select the options you are most interested in on the Volunteer Form to give us an idea where you would prefer to help out. As events get closer we'll be in contact with you about ways to help out, but you are ultimately responsible for making sure your hours are completed. Please contact any member of the board with questions!

I completed some of my volunteer time. How do I keep track of it?

- Within 2 weeks of completing a task, please be sure to fill out the Volunteer Hours Tracking Form. Make note of the date, activity completed and how many hours were earned. Then

have the form signed by a board member or the committee chair for the event. For convenience tracking forms may be kept in the Volunteer Hours Binder in the club room.

If I volunteer for a fundraising event, can those hours count toward my Volunteer Requirement?

- Unfortunately, no. The United States Figure Skating Association (USFS) prohibits giving volunteer hours for fundraising activities. But we are extremely grateful for your help!

We joined the Club or Bridge Program later in the year. Are we still required to complete the full amount of hours?

- Skaters who join the club or Bridge Program before the end of February will still have many opportunities to complete their hours before the end of the skating year. However, if a skater becomes a member of either the Bridge Program or the Club on or after March 1st of the current skating year, the volunteer requirement will be prorated to one-third of the required total hours.

Due to my schedule, I am unsure how much time I will have to volunteer. Is there another way to fulfill my requirement? :

- Skating Families who wish to may elect to "buyout" all or part of their volunteer hour requirement at the rate of \$10 per hour. When you fill out the Volunteer Form you may select that option or you can request it at a later date.

What if my skater is injured and will not be returning before the end of the skating year?

- In the event a skater is injured, and that injury prevents them from skating the remainder of the skating year, documentation can be presented to waive the remaining volunteer requirement.

Thank you again for all you do! If you ever have any questions about the Volunteer Requirement or fulfilling the hours, please contact any member of the board or email us at MtPleasantFSC@gmail.com. We'll be happy to help!

