



# **MANATEE GUN & ARCHERY CLUB VOLUNTEER INCENTIVE PROGRAM**

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**Effective: July 19, 2023**

# PROGRAM PURPOSE

Our existing volunteer incentive program is not producing the desired outcome for our club and needs to be completely reimagined.

## The Proposed Program:

- Addresses the ongoing shortage of volunteers, which has a negative impact to MGAC.
- Provides our volunteers with the recognition they deserve.
- Provides adequate incentives for volunteerism that will allow us to “cast a wider net”, instead of placing a tremendous burden on our existing (but few) dedicated volunteers.
- Introduces a volunteer management system that will eliminate most of the administrative burden of scheduling and monitoring volunteers.
- Follows established guidelines for Non-Profits related to volunteers and “De Minimus Fringe Benefits”.

# VOLUNTEER POSITIONS

## Range Safety Officer

- Reports to Range Manager
- Four-hour Shifts Available Each Month
- Must Be Certified

## Maintenance

- Reports to Maintenance Director
- Two-hour, Four-hour and Six-hour Shifts Available Each Month.

## Office Help

- Reports to Office Manager
- Four 4-hour Shifts Available Each Month.

## Marketing & Events

- Reports to Office Manager
- Four-hour shifts available to staff Palmetto Gun Shows

## Range Rental Coordinator

- Reports to Office Manager
- No Defined Shifts Due to Nature of Work, Single Position Available

# VOLUNTEER REQUIREMENTS

## Bronze Volunteer

Complete the equivalent of 24-hours per quarter

*No Pre-Scheduled Commitment!*

## Silver Volunteer

Schedule and complete two 8-hour, or four 4-hour shifts per month, or a combination of the two that meets or exceeds 16-hours per month

*Participation Requires a Pre-Scheduled Commitment!*

## Gold Volunteer

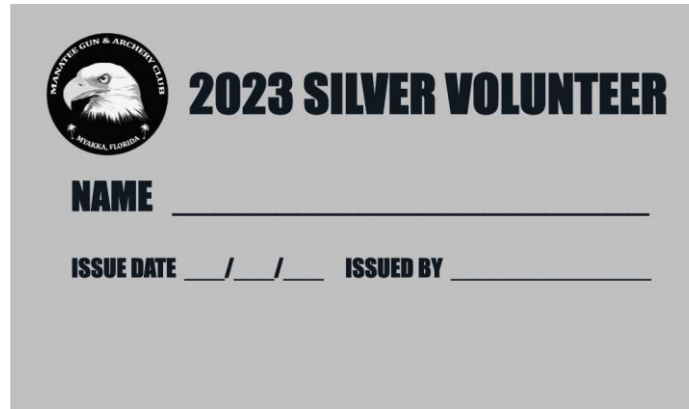
Schedule and complete three 8-hour, or six 4-hour shifts per month, or a combination of the two that meets or exceeds 24-hours per month

*Participation Requires a Pre-Scheduled Commitment!*

# PROGRAM INCENTIVES

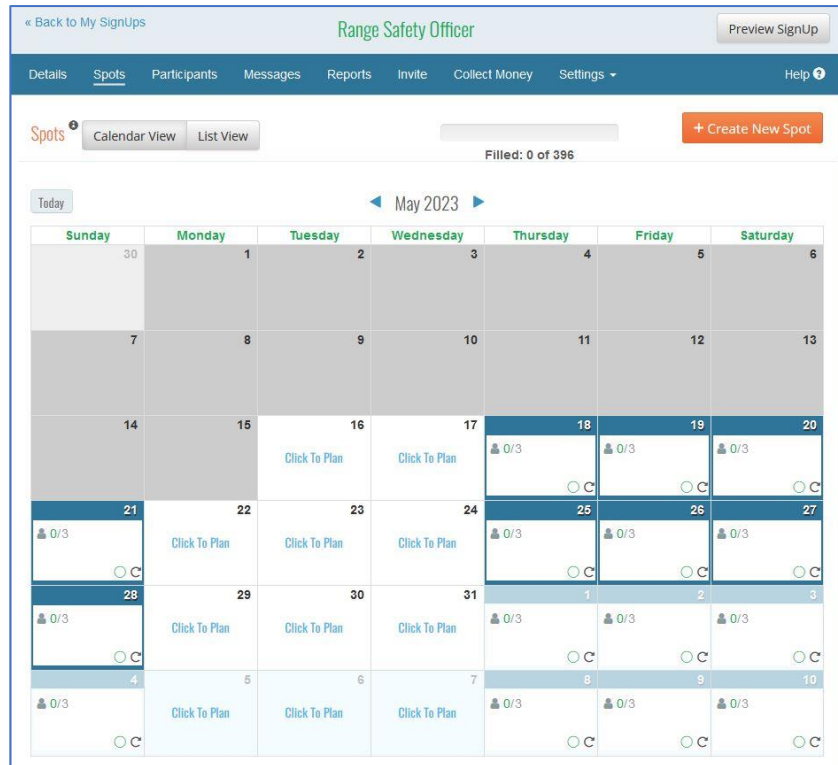
<u>BENEFIT</u>	<u>BRONZE</u>	<u>SILVER</u>	<u>GOLD</u>
Free Refreshments & Snacks While on Duty	X	X	X
Eligibility for Volunteer of the Quarter Award	X	X	X
Attend Volunteer-Only Events	X	X	X
Range Safety Officer Class Fee Reimbursement after Six Months Participation (RSO Volunteers Only, Limited To Club-Hosted Class Fee)	50% Refund	X	X
Club-Provided Range Safety Officer Shirt & Hat (RSO Volunteers Only, Limited To Official Club Suppliers)	50% Discount	X	X
Annual Membership	35% Discount	X	X
Use of Main Facility (Off Duty-Only, Main Line, Back Ranges & Archery)	X	X	X
Pistol Challenge Course & 5-Stand (Paying Guests/Members Receive Priority)	35% Discount	35% Discount	X
Use of Facility During Closed-Hours (Must Notify Range Manager Prior to Usage, Have a Non-Shooting RSO and Signed Waivers)	X	X	X

# VOLUNTEER ID CARDS

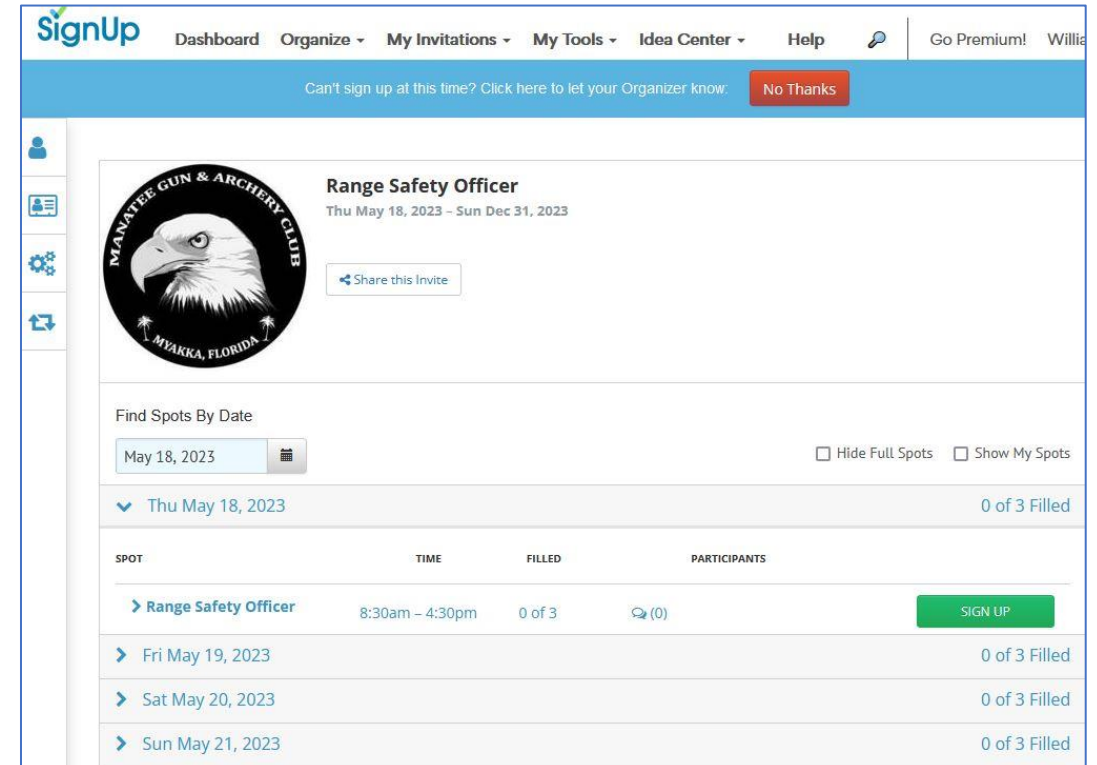


- For new volunteers, ID Cards issued to volunteer after first month of qualifying service, based upon commitment for program level (Gold, Silver, or Bronze).
- For current volunteers, ID Cards issued upon program inception, based upon prior six months of service and mapped to appropriate program level (Gold, Silver, or Bronze).
- Audit reports to be run by volunteer coordinators regularly to verify required participation for Gold/Silver/Bronze levels.
- While on-duty or enjoying facilities, all volunteers must have their card visible on their person. Volunteers enjoying our facility while on-duty or off-duty will not wear a club wristband.

# VOLUNTEER MANAGEMENT SYSTEM



Screenshot of Calendar.



Screenshot of Volunteer Sign Up Form.

- **Subscription, web-Based Volunteer Management System (SignUp.com).**
- **Volunteers may sign up for available shifts online (Web/Mobile) or can be assigned by coordinator.**
- **Volunteers can “check-in” for their shift.**
- **Text(SMS) and email reminders for volunteers.**
- **Full reporting capabilities to support a “trust but verify” model.**

# **VOLUNTEER COORDINATORS**

## **Mainline & 5-Stand RSOs**

**Derek Zibell (941) 303-2157**  
**derek.zibell@manateegunclub.com**

## **Maintenance**

**Bob Bombalski (412) 478-0207**  
**robert.bombalski@manateegunclub.com**

## **Pistol Challenge RSOs**

**George Fisch (908) 295-4645**  
**george.fisch@manateegunclub.com**

## **Marketing & Events/ Office Help**

**Nili Lozano (941) 224-8363**  
**nili.lozano@manateegunclub.com**