

# **EDMONTON YOUTH ORCHESTRA POLICIES, PRINCIPLES AND PROCEDURES**

## **VOLUNTEER POLICY** (Approved September 13, 2021; Revised March 14, 2022)

### **PRINCIPLES:**

The EYO is a volunteer-supported, non-profit and federally-registered charitable organization. (Charitable Registration Number: 052 0544 22 25)

Volunteering translates into funds and time that contribute to the running of the EYO program and allows the EYO to remain affordable and accessible.

Time donated by EYO parents and members is vital to the smooth running of the EYO and provides the additional benefit of building/strengthening relationships within the organization.

Funds donated are applied directly to EYO operating expenses.

### **POLICY STATEMENT:**

Each EYO family provides a volunteer payment of \$225 at the beginning of each season and is encouraged to fill one volunteer position/role throughout the season.

Each EYO family can choose to fill one volunteer position throughout the season or make a donation of \$225 to the EYO.

Volunteer positions are filled on a first-come, first-serve, and need basis. Where a volunteer shift is not available an income tax receipt is provided for the \$225 payment.

This \$225 payment is per family, regardless of how many children a family may have in the program.

### **PROCEDURE:**

1. A volunteer payment of \$225 is required from each EYO family on or prior to the first rehearsal of the season.
  - a. This \$225 payment will be reimbursed on completion of the family's volunteer commitment.
  - b. A volunteer position can be either a one-time commitment (e.g., assistance at the Northern Alberta Concerto Competition) or an ongoing commitment (e.g., orchestra librarians).
  - c. Volunteer shifts can vary between weekdays and weekends; and day or evening shifts.
  - d. While the EYO does their best to accommodate volunteer preferences, members/families could be contacted for positions outside their preferences.
2. Families may prefer to not commit to volunteer shifts:
  - a. The EYO recognizes that families are busy and not always able to assist with volunteering. Should this be the case, families can decline to volunteer.
  - b. Families choosing this option will not be contacted for volunteer tasks throughout the season.

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- c. The \$225 payment is considered a donation in lieu of fulfilling their volunteer commitment, will be directly applied to the EYO's operational costs, and a receipt for income tax purposes will be issued.
3. Volunteer positions are filled on a first-come, first-serve and need basis. In the event that a volunteer shift is not available, the \$225 is considered a donation and an income tax receipt is issued.

**POLICY REVIEW DATE: September 13, 2021**

**EFFECTIVE DATE: September 13, 2021**

**REVISION HISTORY: March 14, 2022 (Volunteer shifts not available considered a donation.)**

**CONNECTION TO BOARD POLICIES: EYO policies will be reviewed annually by the EYO**