



## **POLICY**

### **SUBJECT AREA: VOLUNTEER RECOGNITION AWARDS**

**Last Updated: July 30, 2018**

**Version 1.2**

**This document supersedes all previous policies and directives relating to the above subject area**

**B&O Railroad Historical Society**

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**CHANGE AND ACCEPTANCE LOG**

<b>DATE</b>	<b>AUTHOR(S)</b>	<b>DESCRIPTION</b>
5/4/2014	Chris Winslow, Greg Smith	Version 1.0 – Initial draft.
7/6/2014	Chris Winslow, Greg Smith	Version 1.1 – Revision
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## 1.0 INTRODUCTION

The Baltimore and Ohio Railroad Historical Society (“Society”) has, in the past, and on rare and special occasions, presented “Special Service Awards” to members who have provided outstanding services in multiple areas and for long periods of time. Such service has always been beyond the ordinary and has always been exceptional. Hence, the use of the word “Special”. The award has been given to those who have gone far beyond the normal call of duty or have given countless hours to assure that the everyday functions and operations of the Society are performed in an exceptional manner. This award has not been granted on an annual basis. Rather, it has been granted on an “as appropriate” basis and on approval of the Society’s Board of Directors. This policy formalizes past practice and establishes a new annual service award. It also describes a formal process for recognizing significant donors.

## 2.0 SPECIAL SERVICE AWARD

This award shall be in the form of a plaque and may be given (with approval of the Board of Directors) to members for providing physical and/or intellectual service in multiple areas for the benefit of the Society. Recipients of this award must be nominated by an Officer or Director of the Society and must meet the following qualifications:

- Term of service for which award is to be granted has ended.
- Term of service shall have been at least five (5) years.
- Proposed recipient shall have been a member in good standing for the entire term of service.
- Type of service for which the nomination has been submitted shall have had a significant effect on the advancement of the Society’s mission.

No more than three (3) Special Service Awards shall be granted in any given Society fiscal year. That year starts on September 1<sup>st</sup> and ends on August 30<sup>th</sup>. In its evaluation process, the Board of Directors shall rank nominations against the criteria stated in this memo. The Board of Directors, at its option, may decide that none of the nominations being ranked exhibit accomplishments that are significant enough to warrant the granting of the Special Service Award.

Nominations for this award must be submitted to the Secretary of the Society by April 1<sup>st</sup> of any particular year in order to be considered for award in that year’s awards cycle. Recipients will receive their awards at that year’s Annual Convention.

## 3.0 OUTSTANDING VOLUNTEER AWARD

This award shall be in the form of a framed certificate. It may be given to any member who makes a significant volunteer effort towards accomplishing the Society’s mission during the twelve month period prior to the time that the proposed recipient is nominated for this award. Recipients of this award must be nominated by an Officer or Director of the Society and must meet the following qualifications:

- Proposed recipient shall have been a member in good standing for the entire period for which the grant of the award is under consideration.
- Proposed recipient shall have concentrated their effort in a specific program area for the entire time period that is covered by the proposed recipient's nomination. Examples of these program areas include Archives, Membership, and Outreach.
- Type of service for which the nomination has been submitted shall have had a significant effect on the advancement of the Society's mission.
- An individual may only receive the Outstanding Volunteer Award once for any given program area. That is, using the example show above, an individual could receive the award once for archives work and once for membership work. It shall be the responsibility of the nominator to specify the program area for consideration in any given nomination. It shall be the prerogative of the Board of Directors as a whole to accept a program area as defined in a nomination as being a unique program area.

No more than three (3) Outstanding Volunteer Awards shall be granted in any given Society fiscal year. That year starts on September 1<sup>st</sup> and ends on August 30<sup>th</sup>. In its evaluation process, the Board of Directors shall rank nominations against the criteria stated in this memo. The Board of Directors, at its option, may decide that none of the nominations being ranked exhibit accomplishments that are significant enough to warrant the granting of the Outstanding Volunteer Award.

Nominations for this award must be submitted to the Secretary of the Society by April 1<sup>st</sup> of any particular year in order to be considered for award in that year's awards cycle. Recipients will receive their awards at that year's Annual Convention.

#### **4.0 SPECIAL ACT AWARD**

This award shall be in the form of a plaque and shall be awarded to individuals or organizations who contribute significant resources to the Society. These resources will include, but not be limited to, financial resources or historical resources:

- Donors of cash gifts of \$5,000.00 or more qualify for this award.
- Donors of stocks, bonds, and other financial instruments that have a market value of \$5,000.00 or more qualify for this award.
- Donors of significant collections of photographic or printed material qualify for this award. For purposes of this award, the definition of "significant" shall be at the discretion of the Board of Directors.

Nominations for this award must be submitted to the Secretary of the Society by April 1<sup>st</sup> of any particular year in order to be considered for award in that year's awards cycle. Recipients will receive their awards at that year's Annual Convention.

## **5.0 CERTIFICATE OF APPRECIATION**

This award shall be in the form of a certificate and shall be awarded to individuals in appreciation for acts of assistance to the Society that aids it in accomplishing its mission but is not necessarily of an extended scope or term. It is appropriate to award presenters at Annual Conventions and Mini-conventions a Certificate of Appreciation. It is appropriate to award a Certificate of Appreciation to a vendor or to an organization that donates supplies or materials to the Society's operation or to a Society event. The granting of this award is at the sole discretion of the President of the Society. There is no limit to the number of Certificates of Appreciation that an individual or an organization may receive. There is no limit to the number of certificates that may be awarded in any given year.