




# OREGON DEPARTMENT OF FISH AND WILDLIFE VOLUNTEER PROGRAM POLICY AND PROCEDURE

<b>Title: Recognition and Awards</b>	<b>VP_13</b>
<b>Effective Date: 04/17/2017</b>	<b>Approved:</b>  <b>05-22-17</b>

## 1) PURPOSE

Volunteers perform a variety of functions that make significant contributions to the Department's ability to meet its mission. This policy exists to formally recognize volunteers of the Department for their outstanding performance and exemplary service. Recognition is a powerful motivator and should occur at all levels on a daily basis, and in a manner that demonstrates appreciation for individual and group contributions. Everyone in the Department who interacts with volunteers is encouraged to give praise and recognition for a job well done.

## 2) POLICY

The Department's volunteer programs may acknowledge the efforts of volunteers through appropriate recognition awards and/or events. Awards and recognition should be given to show appreciation for a volunteer's contributions and level of service given.

Department staff are encouraged to offer volunteer appreciation and recognition awards in a manner commensurate with the contribution provided and within the operational capacity of the program being served. All opportunities for informal recognition should be taken. The monetary value of awards shall not exceed \$50.00 in a calendar year unless a business case can be made, and approved by the Director, to exceed this limit and the program can absorb the costs. No gift certificates or gift cards readily transferrable to cash may be given.