



Volunteer Recognition Policy

Statement of Purpose

The purpose of this policy is to establish a formal method for recognizing volunteers and to show the City's appreciation for their contributions, time and dedication; to encourage continued involvement; and to attract new volunteers. Having a strong volunteer program has many benefits, including increased morale and positive community image.

Recognition

The City strives to create a welcoming and inclusive culture and will formally recognize the dedication of its volunteers.

Annual Committee and Commission Appreciation Picnic

An appreciation picnic will be held annually to recognize members of the City's Committees and Commissions for their public service.

- All Committee and Commission Members and their families are invited to attend the Annual Committee and Commission Appreciation Picnic which is held in July at Cummings Park.

Committee/Commission Member Term(s) Fulfillment/Resignation

A Committee or Commission member is appointed to a term of three (3) years. Members may complete one three-year term, be appointed to an additional three-year term, fulfil the maximum of three three-year terms (total of 9 consecutive years) or even resign mid-term. The City will show its gratitude for these appointed members' contributions as follows:

- Upon completion of a term(s) or any portion thereof upon resignation, the City will send a letter of appreciation to the Committee or Commission member that is signed by the City Administrator. In addition, a thank you card signed by the Councilmembers will be mailed to the member.
- Recognition in an established edition of the City newsletter, Arden Hills Notes.

General Volunteer Recognition

The City may receive a request from an individual or group regarding various volunteer opportunities. The City also occasionally recruits volunteers to help at a single event or for a short-term project. These non-Committee and non-Commission volunteers will be recognized as follows:

- A thank you card signed by the Councilmembers will be mailed to the individual or group.
- Recognition in an established edition of the City newsletter, Arden Hills Notes.

Conclusion

Establishing a Volunteer Recognition Program reflects Arden Hills' commitment to build an inclusive and engaged community by recognizing the individuals who dedicate their time and efforts to enhancing the quality of life in our city.