

Florida Chapter Sports and Recreation Volunteer Points System

A. SPORTS & RECREATION

Objective: To improve the quality of life of Paralyzed Veterans by assisting in the expansion of both the quality and quantity of opportunities in sports and recreation, especially those activities which enhance lifetime health and fitness.

Purpose: This program and its guidelines are written for the purpose of rewarding Paralyzed Veterans Of America Florida Chapter Members who volunteer their time for the purpose of receiving funds from the chapter to attend sporting and recreational events.

1. Points

This program and the guidelines are written for the express purpose of rewarding those members who volunteer their time for the purpose of attending events under funding from the chapter should do the same

- A. All Program Participants shall have to accumulate points to be eligible for Chapter sponsorship in attending events, with the exception of Novices
- B. Accumulation of points are for a fiscal year from October 1st until September 31st of the following year.
- C. The accumulation of 100 points per year event will be required to receive funding for approved events under Chapter sponsorship.
- D. Points earned during a fiscal year shall lapse 90 days following the last day of the fiscal year in which they are earned.
- E. Points shall be turned into the Chapter Office or the Chapter Sports Director, by the 10th of Each Month
- F. The point system may be waived by the Board of Directors for good cause.

G. Points are accrued in the following manner:

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| • Participate in the Chapter Veterans Day Parade/Activities. | 20 Points |
| • Participate in the Chapter Memorial Day Activities | 20 Points |
| • Participate in PVA/Chapter PVA Awareness Month | 15 Points |
| • Attend A Membership Meeting | 15 Points |
| Participate in peer mentoring activity | 5 Points |
| Attend annual Advocacy and Legislative Seminar | 35 Points |
| Participate in Local and State Legislative Visits | 15 Points |

Attend a Chapter BOD Meeting-BOD Members Excluded	10 Points
Participate in an organized Chapter Fundraising Event	10 Points
Participate in a Phone Calling Outreach activity for the chapter	10 points
Write an article for the Chapter News Letter, must be published	5 Points
BOD Members excluded	
Sign up a local school for PVA Poster/EssayContest.	10 Points
Volunteer at Chapter/ Offices	5 Points
Volunteer at a VAMC or/ clinic	5 Points
Participate in a local Veterans Community Event	10 Points
Communicate with an elected official—send copy along with the volunteer sheet	5 Points
Assist with the set-up/running of a local Chapter event— events lasting more than one [1] day may earn additional points	10 Points
One time annual per year award for members working full-time (40 hrs+per week) or attending higher education in full-time (12 hrs+semester or equivalent student status)	25 Points
One time annual per year award for members working part-time (less than 40 hrs per week) or attending higher education part time (less than 12 hrs a semester or equivalent) student status	15 Points
Donate your mileage reimbursement to PVAF	\$0.50 = 1 Point

- g. Participation in the Chapter volunteer point system requires all documentation to be within the Chapter guidelines as detailed in the policies and procedures manual.
- h. Volunteer Point/Hour sheets are due in the Chapter Office by the 10th of each month, otherwise no credit will be earned. Points will not be awarded retroactively, late or delayed submission unless extenuating circumstances exist and is approved by the Chapter BOD
- i. Volunteers should always communicate and coordinate with the Chapter Office on attending or having participation.
- J. Volunteers should periodically verify that all points were properly submitted and recorded.
- K. There is no reimbursement for food or lodging expenses if an overnight stay is incurred without the express prior approval of the Chapter BOD.
- L. Event Sign In Sheet- sign in is mandatory for members, volunteers, family members

2. Novices

- A. A novice is defined as an individual never having attended any sport or recreation event as a participant, and will continue that status for year from the date of their first event. [i.e. If they attend the NVWG's that would begin their year as a novice and would continue until the next scheduled NVWG's, or if they attended the WSC that would begin their calendar year as a novice.]
- b. Novice's would be eligible to attend as many different events that they feel they would be interested in, i.e.: bass trail event, trap shoot event, WSC, NVWG's etc. Once an event has been attended they would no longer be considered as a Novice for that event and would need points to attend that event again.
- c. After one calendar year from the first event their status as a Novice would end.

3. Uniform

- a. Athlete's uniform will consist of a Florida Chapter shirt provided by the chapter
- b. Athletes are responsible for maintaining their uniforms in a manner in which it is clean, neat and reflects well on the team image.

4. Mileage

- a. Mileage is payable only to one individual per vehicle.
- b. Is payable on round trip mileage not to exceed the cost of one airfare from home airport to the event destination.
- c. Request for mileage , or airfare shall be submitted in writing to the Chapter Sports Director no less than fourteen [14] days prior and no more than thirty [30] days prior to an event.
- d. Mileage will be paid upon submission of a written expense report due to Chapter within fifteen [15] days upon completion of the event.

5. NVWG's and WSC

- a. Chapter will pay hotel cost for only the athletes, with the exception of caregivers certified by chapter prior to registering for the games. [NOTE: only one individual other than the athlete will be paid for under any circumstances]
- b. Hotel rooms with double occupancies can be shared by an athlete, coach, or with another athlete, or coach. A single room will be provided by Florida Chapter to any athlete, coach, or Florida Chapter authorized attendant when space is available.
- c. Chapter will be responsible for the cost of travel for the athletes only, with the exception of those caregivers certified by and approved by chapter.
- d. Chapter will be responsible for all costs of sending a Novice to the games including a caregiver/spouse and limited subsistence. [NOTE: only one individual other than the athlete will be paid for under any circumstances} Due to the airlines charging for baggage the chapter shall expend funds to cover normal baggage requirements for all Novices and authorized caregivers/spouse that attend events.

e. Failure to attend after registration to either the NVWG the WSC or Other Event shall result in a review by the Board to discern if the member needs to send a request for refund of Chapter's expended funds, if not recouped otherwise. Failure to pay this request could affect your funding for future events and /or affect your status as a member in good standing.

f. Athletes will attend all meetings, registration, classification, ceremonial events, functions and other occasions as may required by the team staff.

g. Athletes must notify appropriate team staff whenever illness or injury or other emergencies prevent participation in a scheduled event.

9. Expenses

a. Expenses covered at any event would be parking fees, hotel rooms in route, meals in route, laundry/dry cleaning. Extra incidentals such as sodas, bottled water, room service, movies and other items are not covered expenses.

b. Advance Funding for Other Events: Florida Chapter members applying for and approved for participation in other events such as Boccia, Pickle Ball, Bowling, Etc. may request advance funding for their projected expenses up to 80% of the total cost. Expense reports and receipts are required within fifteen (15) business days upon completion of the event and any remaining expense items above the 80% will be paid at that time

10. Sports & Recreation Funding Request

a. Event applications shall have all required information completed. Those that are not complete shall be returned to the applicant and considered rejected.

b. Completed applications shall be in the Chapter Office by thirty(30) days before the event and no less than fourteen(14) days before the event addressed to the Chapter Sports Director. Those not in will not be considered and the applicant notified as such.

PARALYZED VETERANS OF AMERICA FLORIDA CHAPTER

Sports and Recreational Event Application

The Paralyzed Veterans of America Florida Chapter, wants to encourage its members to participate in wheelchair sports activities or recreational program. If approved, PVA Florida Chapter will financially assist in Funding Up to \$1500 to be used for expenses to participate in a sports event or recreational activity described in this application. This amount can be divided up between multiple events, but only to the maximum amount of \$1500 per fiscal year . All travel arrangements will be made and paid through the chapter.

By signing this application, the participant agrees to participate in sport events or recreational activity, which will directly benefit veterans with SCI/D. If the funds are not used, they will be immediately returned back to the Florida Chapter. If you request funding and the chapter has paid for the arrangements and you fail to attend, you might be liable to repay the chapter depending on the circumstances of the failure to attend.

The participant will provide the information requested on this application at least 30 days prior and no later than 2 weeks before the event so that it can be considered and submitted for approval by the Board Of Directors.

PLEASE PRINT:

DATE OF APPLICATION

NAME

TELEPHONE NUMBER

ADDRESS

CITY

STATE

ZIP

SIGNATURE

The above named, applicant must meet the eligibility requirements for a PVA Florida Chapter Sport Director.

DATE APPROVED

DATE DISAPPROVED

AMOUNT APPROVED

SPORTS DIRECTOR

DETAILS OF EVENT OR ACTIVITY

Please type or print:

Date: From _____ To: _____

PLACE _____

Brief Description of events or activity:

Estimated Cost for:

Loading: \$ _____

Travel: \$ _____

Fly: \$ _____

Other: \$ _____

Total Estimated Cost: \$ _____

Amount Requesting: \$ _____

Amount Approved: \$ _____

Authorized by _____ DATE: _____