



# Volunteer Incentive Program

(REV 11/2022)

Our area is fortunate to have a very active horse community. The many events offered would not be possible without the help of our dedicated volunteers. As an organization, SEDA tracks the volunteer hours of its members as those hours relate to SEDA-Recognized Events.

The organizers of these events will have a form available noting the volunteer’s name, number of hours worked, and event name. This form is available on the SEDA website. The event organizer is responsible for submitting, via e-mail, the hours sheet to the SEDA Volunteer Coordinator (or Membership Director if there is no Volunteer Coordinator) for tracking.

Active Board members will be given credit for attendance at Board meetings and any applicable duties, and active Committee Chairs will be given credit for their work.

***A volunteer may donate their hours worked to a SEDA member.*** If volunteer hours are worked on behalf of a SEDA member – whether by a non-SEDA member or by another SEDA member – ***this must be declared to the Volunteer Coordinator or show manager NO LATER than the time that the volunteer who is donating his/her hours checks in with show/event management*** at the host facility on the day that the volunteer hours are to be worked. The donation of hours shall be noted on the volunteer form submitted by the show/event manager/organizer.

A minimum of four (4) hours is required from all members age nine (9) and older (as of the beginning of the competition year) for a member to be eligible for Year End Awards. Only hours worked after a member has joined or renewed will be applicable to the current show season’s requirements. It is the responsibility of each member to ensure that their hours are correct. Hours will be posted on the SEDA website at [www.sedariders.org](http://www.sedariders.org). All volunteer

hours and payment for volunteer hours must be submitted no later than November 30 of the current year.

In appreciation for our volunteers, SEDA has elected to provide the following incentives and ways to earn volunteer hours.

## Volunteer Perks

SEDA members earning volunteer hours in excess of the four hour minimum requirement may choose to trade in their volunteer hours at the end of the year for an incentive from the following list. Hours cannot be combined from one year to the next.

<b>NUMBER OF HOURS (Beyond the Required Four Hour Minimum)</b>	<b>INCENTIVE</b>
8-19.....	\$10 Gift Card
20-39.....	Tack Stall at SEDA-sponsored show
40-50.....	One class entry fee at SEDA-sponsored show
51-59.....	\$40 Gift Card
60+ .....	SEDA-sponsored Clinic Ride Valued at \$175 or less

## SEDA Bucks

The SEDA Bucks incentive will be discontinued effective December 1, 2022. Any SEDA Bucks earned may continue to be used at SEDA-sponsored events. No more than \$50 in SEDA Bucks may be used at one time or at one event. Members are required to stay in possession of their SEDA Bucks certificate. If a member loses their certificate(s), it will not be replaced. SEDA Bucks are not redeemable for cash and are not transferable to other SEDA members.

## Raffles for Prizes

For every eight (8) volunteer hours a member has worked, the member will be entered into a raffle to win prizes – such as gift certificates, horse treats, prize baskets, etc. – to be drawn at the annual Awards Banquet.

SEDA shall also award volunteer hours for the following activities:

## Recruiting New Members

SEDA shall award one (1) volunteer hour per new member that is recruited by a SEDA member and who subsequently joins SEDA. SEDA shall define a new member as someone who has never been a SEDA member or someone who has not been a member for five (5) or more years. The name of the recruiting member must be noted on the membership form at the time the new member joins.

## Soliciting Sponsorships

SEDA shall award four (4) volunteer hours to a member who successfully solicits sponsorships for any SEDA-sponsored show or event, totaling a minimum of \$300. In the event that multiple sponsors are recruited, SEDA shall award four (4) hours for every additional multiple of \$300 sponsorship funds successfully solicited. The member soliciting a sponsorship(s) must present all potential sponsors to the SEDA President for review and to ensure that their volunteer hours will be noted accordingly and sponsors receive appropriate recognition.

## Authorship

SEDA shall award two (2) volunteer hours to a member for each article a member submits and which is published on the SEDA website. Each article must be approved by the SEDA President prior to submission for publication. Articles must be a minimum of 750 words, and the author must supply at least one accompanying image. Articles written for educational grants and/or as part of scholarship requirements are ineligible for volunteer hours.

## Scholarship

SEDA shall award a member volunteer hours for designing and conducting an educational seminar, including time spent preparing and researching for the seminar. The seminar shall be presented to the SEDA Board for review

and hours shall be awarded on a case-by-case basis after approval by the SEDA Board.

## Paying for Hours

Members shall be allowed to pay to qualify for Year End Awards if they have not worked the minimum four (4) hours required to qualify. We understand that life happens and sometimes, in spite of one's best intentions, it is not possible to volunteer or meet the entire volunteer requirement. While we prefer to have member participation whenever possible, SEDA is making it possible for those with extenuating circumstances to qualify for Year End Awards with this payment in lieu of volunteer hours. Payment should be sent to the SEDA President no later than November 30. Contact the President for mailing address/acceptable payment methods.

### NUMBER OF HOURS NEEDED

TO COMPLETE REQUIREMENT	FEE
4 Hours .....	\$150
3 Hours .....	\$120
2 Hours .....	\$80
1 Hour .....	\$40

## Members Who Live Out of Area

SEDA will allow up to four (4) volunteer hours to be worked at USEA-recognized, USDF-recognized, or USEF-recognized shows which are outside of the typical geographic region of SEDA-recognized shows to be counted towards hours worked for Year End Awards. These hours MAY NOT be counted towards SEDA Bucks. The show manager or secretary must sign a form stating that the member volunteered for the time referenced. This form shall be submitted to the SEDA Volunteer Coordinator (or the Membership Director if there is no Volunteer Coordinator). This form may be found on the SEDA website and at the end of this document.



## VOLUNTEER HOURS SUBMISSION FORM - 'AWAY SHOW'

NAME OF SEDA MEMBER \_\_\_\_\_ NUMBER OF HOURS WORKED \_\_\_\_\_

NAME OF SHOW \_\_\_\_\_ SHOW DATE \_\_\_\_\_

SHOW LOCATION \_\_\_\_\_

NAME OF SHOW MANAGER/SECRETARY \_\_\_\_\_

SIGNATURE OF SHOW MANAGER/SECRETARY \_\_\_\_\_

SHOW MANAGER/SECRETARY CONTACT NUMBER IN CASE OF QUESTIONS \_\_\_\_\_

*This form is to be used by those members volunteering at shows out of the usual SEDA geographic area. The show must be a USEA-, USDF-, or USEF-recognized show. Please return this completed form to the SEDA Volunteer Coordinator (or President if there is no Volunteer Coordinator) within two weeks of the date of the show where volunteer hours were worked. Form may be emailed to: [volunteers@sedariders.org](mailto:volunteers@sedariders.org). Email is preferred, but this form can also be mailed - contact the Volunteer Coordinator for details. Note that only hours worked by a current SEDA member will be applicable to the SEDA Year End Awards Program requirement. Thank You!*



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