



## PEO Volunteer Service **Recognition** Program

### **PEO Volunteer Recognition Program**

Well over 800 PEO members volunteer their services to the association every year. Many of these members have served on chapters, committees or task forces, or PEO Council. As volunteers, they offer time, energy and skills. Their efforts result in many accomplishments and contribute greatly to the operation and success of PEO.

### **Introduction**

PEO is implementing a volunteer service program designed to recognize the service that volunteers provide to the association. A recognition pin will be awarded to our volunteers for their service to PEO.

PEO's volunteer service pins will be provided to recognize five, 15 and 20 years of service. The Engineers Canada FEC pin will recognize 10 years of service. A special sterling silver pin will be presented, one time, where a volunteer has 25 or more years of service.

### **Eligibility / Criteria**

- To qualify, an individual must be a member in good standing and a current volunteer with PEO. The volunteer must have accumulated the required five, 10, 15, 20 or 25 years of service as a volunteer on PEO Council, a chapter, or central committee/task force based on the service records held by PEO.
- The years of service are calculated based on the total years an individual has volunteered. Volunteers can accumulate only one year of service during any given year, even if they served on both a chapter and a committee, or served as a chair or a subcommittee member.
- The service does not have to be continuous. Although no service credit will be provided for a leave of absence, the service can be interrupted by a leave no longer than 18 months for work, family or personal reasons.

### PEO's Service Records

The service records maintained by PEO are based on information PEO has captured over the years. Chapter volunteer information is based on what is provided to PEO chapter staff by Chapter Executives. This information is normally submitted following a Chapter AGM to record changes in executive/ board members and through updates of the chapter volunteers provided during the year. Committee membership information is based on the annual volunteer roster prepared and submitted to Council for approval in November or updates provided during the year.

Volunteer enquiries regarding years of service can be made by contacting the Director, People Development or Manager, Chapters. To update or correct existing service data, such official documents as committee minutes, chapter minutes or newsletters must be submitted for review.

### Annual Presentation

Wherever possible, service pins will be presented at a function/meeting the member is already attending. The intent is to present pins at a ceremony that best recognizes the contribution of the member while minimizing the extra cost of travel and accommodations. Therefore, Councillors and PEO committee members will receive their pins at a regularly scheduled meeting and chapter volunteers will receive pins at designated chapter events.

### Volunteer Service Pin Design

The service pin design is based on the features of the P. Eng pin and PEO logo, and incorporates a number and colour scheme to recognize the years of service. The 25 Year pin is a sterling silver pin.

YEARS OF SERVICE (Accumulated) RECOGNITION	SERVICE PIN DESIGN
0 to < 5 Years	Not Eligible
5 Year Pin (5 to < 10 Years)	
Fellow of Engineers Canada (FEC) (10 to < 15 Years)	
15 Year Pin 15 to < 20 Years	
20 Year Pin 20 to < 25 Years	
Sterling Silver Pin (Numberless) 25 Years and Above	