

NEW VOLUNTEER GUIDELINES & ACTIVITY FEE CREDIT Q & A

Q: When do the new Volunteer Guidelines take effect?

A: January 1, 2010.

Q: Why are we giving people the option to not volunteer?

A: We are providing this opportunity because it is a way for people who have special needs to not have to find time to volunteer. Special needs can be many unique and common circumstances. Single-parent families with young children, parents who travel for business regularly, people who commute in and out of New York and New Jersey. We are trying to accommodate everyone with this option.

Q: What will the FTAA use the extra money it receives from people OPTING OUT for?

A: The extra monies will be used for many things. For instance, a bi-annual commercial cleaning of the snack bars which was previously done by volunteers. The failure of inspections of snack bars and their commercial-grade equipment has led us to that decision. In addition, the extra monies will be used to supplement other inadequate volunteer staffing needs in the snack bars and major FTAA-sponsored events. All other monies will be used towards equipment, repairs, field usage, and renovations among the many other things that the FTAA sponsors for its athletic programs.

Q: I heard about an index card that everyone is getting in the mail for a \$30 Activity Fee credit. I didn't get one. I think I should. How do I get one?

A: If for some reason you didn't get your Activity Fee refund, you can send an email through the website (www.forkssports.org) by clicking on "contact us". Your request will be investigated and addressed promptly. Please include your name, address, and phone number in your message.

Q: I've received an index card in the mail that tells me I can get a \$30 Activity Fee credit for one child/one sport. What is an Activity Fee?

A: When you first signed up your family for any sport, you were charged a one-time \$30.00 Activity Fee which can be refunded upon your final registration in Forks Sports provided you had performed 3 hours of volunteer service per child per sport for every season that the child/children played a FTAA-sponsored sport.

Q: I've received this index card for the \$30 Activity Fee credit but my children are no longer eligible for Forks Sports. How can I get my \$30.00 back in cash?

A: The \$30.00 Activity Fee credit index card is non-negotiable (cannot be redeemed for cash). If you feel you are eligible for the \$30.00 refund, you must request in writing and in attendance at any Forks Township Athletic Association Meeting. These meetings are held monthly on the 3rd Monday of the month except for June, July and December. Your request will be followed up with a check to verify that you have performed your 3 hours of volunteer service throughout your involvement in Forks Sports and a check will be issued via U.S. Postal Service if approved by the FTAA.

Q: I've received this index card for the \$30 Activity Fee credit but my child only plays one sport and won't be signing up until next fall. Will I still get my credit?

A: The \$30 Activity Fee credit can be redeemed up to one year from the issuing date.

Q: I've received this index card for the \$30 Activity Fee credit, how do I redeem it?

A: You MUST redeem your credit by registering for any sport in person at the Community Center. You must sign the index card and initial that you understand the new Volunteer Guidelines (found below). The index card is kept on file to indicate that you received your credit. You must also fill out the proper registration forms that can be found on the website at www.forkssports.org.

Q: If I OPT OUT, how much will it cost me to register my child for a sport now?

Q: If you are redeeming your \$30.00 Activity Fee Credit you have to reduce the amount by \$30.00. Your new fees list can be found on the registration forms which can be found on the website at www.forkssports.org.

Q: Do I get a \$30 Activity Fee credit for all my registrations for this year?

A: No, this credit entitles you to only ONE credit for ONE child for ONE sport registration.

Q: If I redeem this Activity Fee credit am I giving up the refund that I am due at the end of my involvement in Forks Sports?

A: Yes, your redemption is your refund of the Activity Fee you paid and you are no longer entitled to the cash refund.

Q: I've read the new Volunteer Guidelines, however, I would like to understand why the expense to OPT OUT is \$50.00 per child, per sport. This is a very high cost.

A: Neighboring communities ask for \$150.00 per child bond and if you do not do volunteer service you give up the \$150.00. Other communities charge \$150 or more just to participate in an activity and also require sales of raffle tickets, volunteer time etc... Forks is still one of the lowest cost athletics programs in the area. The option to OPT OUT is just that. It is an option. You can still do volunteering for 3 hours per child per sport and the opt out fee does not affect you.

Q: I don't understand what OPTING OUT means or what I get from that; can you explain?

A: OPTING OUT means that you no longer have to perform your 3 hours of volunteer service per child/per sport during the regular season . You are basically buying out of doing your volunteer hours.

Q: How will the coaches know that I am OPTING OUT?

A: The roster sheet that your coaches receive will indicate your choice.

Q: How will those who select to continue to do volunteer hours be tracked?

A: The FTAA will have someone who oversees this program. This person will be designated as the Volunteer Chairperson/ Commissioner. The Volunteer Commissioner is responsible for tracking all volunteer hours and notifying all sport commissioners of upcoming opportunities for volunteering. Each team will be asked to assign someone to keep track of and report to the Commissioner all those who are volunteering and report their hours to the Volunteer Chairperson.

Q: What happens if when I register, I sign up to do the volunteer hours but then I don't do them?

A: If you committed to the volunteer hours and subsequently do not do them, your next registration will include the original \$50 non-volunteer fee + a late fee of \$25.00. There are no exceptions!

Q: I elected to do volunteering but there are no opportunities left for me to cover my 3 hours mandatory volunteer service.

A: There are many opportunities for volunteering such as chaperoning dances, working any snack bar, scorekeeping (baseball, basketball), ball running (soccer), field preparation, chain gang (football) and many other opportunities throughout the year which are filtered down by the FTAA to the Commissioners and then the coaches. There are events like the annual soccer tournaments, baseball tournaments, softball tournaments, Community Days etc. All of these events would constitute volunteer hours. If you are signed up for one of these events instead of volunteering during your sport, you should let your coach know to turn your name into the Volunteer Commissioner.

Q: I elected to volunteer and I was assigned to work the snack bar at a time that is inconvenient for me. How can I change it?

A: Being assigned a volunteer opportunity gives you the responsibility to cover that time in the snack bar. YOU are responsible for working the time slot or finding someone to work on your behalf or switching the time slot with someone else. If your slot is not covered, your name will be turned into the

Volunteer Commissioner unless you make up your hours elsewhere. If not, the opt out fee and late fee will apply. There are no exceptions.

Q: My child has been selected to the all-stars in the past. If my child is selected again, do I still have to do the additional mandatory 3 hours of volunteer time even though I paid to "OPT OUT"?

A: Yes, the new Volunteer Guidelines only cover the regular season of a sport. Any all-star or tournament play is not included in your opting out. You must still perform the additional 3 hours of volunteer time.

Q: What if I have a question that is not answered here?

A: Go to www.forkssports.org and click on "contact us". We like to keep a record of all questions so that we may add them to our Questions and Answers or to the Volunteer Guidelines if warranted.

VOLUNTEER GUIDELINES (Effective: 1/1/2010)

- Volunteering your time during your child's sport season is a vital part of the Athletic Associations success. It allows us to keep our registration fees, by far, the lowest in the area. Because of our volunteers, the cost to run our snack bars, dances and other fundraising activities are kept low. In turn, this allows us to provide scholarships, equipment, field and Community Center usage, payment of entrance fees to tournaments to name just a few. Due to the decrease of volunteering overall among parents/guardians, it has become necessary for the FTAA to require you to select an option to volunteer or not. While the current minimum mandatory volunteer time is 3 hours, the FTAA appreciates anyone who can give more of their time to the Forks athletics.
- At registration, you must choose if you will be performing the mandatory 3 hour volunteer time or whether you will "OPT OUT". You will initial your choice on the registration form. **Mandatory volunteer time is described as follows: A parent/guardian is responsible for a minimum of three hours of volunteer service for each child for each sport.** For example, if you have 2 children playing football and one playing soccer, then you are responsible for 3 hours for each child which in this case would total 9 hours. Volunteering can be done by coaching, assistant coaching, working dances or snack bars and team volunteer coordinating among other opportunities. The coach or volunteer coordinator may offer other volunteering options.
 - **"OPTING OUT"**: Should you decide that you would like to "OPT OUT" of volunteering, you would initial the "opt out" option on the registration form upon registering a child for a sport. Opting out relieves you of the minimum 3-hr. volunteering requirement only for the regular season and does not include post-season or "all-star" or tournament play. The fee schedule for "opting out" is currently:
 - \$50.00 per child/per sport. This fee is paid upon registration.
 - **Handling of the Activity Fee of \$30.00 paid from families prior to Winter, 2010 sign-ups:**
 - Before the option to "opt out" was added to the Athletic Association Registration Process, a \$30.00 fee was imposed to new family registrants. With the institution of the option to "opt out" of volunteer service, this fee was removed. Those who have paid this fee and have completed their 3 hours mandatory volunteer services over the seasons their child/children were involved in sports will receive a one-time family \$30.00 credit voucher via U.S. Postal mail. This credit will be applied to a sports registration only once to one child in the family not to each child. The original, post-marked credit voucher must be submitted along with the registration form. The credit voucher has no cash value and must be used within one year from the postmarked date. You will no longer be eligible to receive a refund of the Activity Fee at the end of your family involvement in Forks Athletics if you choose to take the one-time credit. If at anytime, you had not performed the mandatory volunteer service, you are not eligible to receive either the credit or the refund of the Activity Fee. If you have questions regarding the credit please visit us at www.forkssports.org and click on contact us.
 - **CHOOSING THE 3-HR VOLUNTEER OPTION:** If you choose to the 3-hour volunteer option (volunteering as defined above), you must initial the "Volunteer" option on the registration form upon registering a child for a sport. By selecting and initialing, you are acknowledging that you understand that you will perform the minimum 3 hours mandatory volunteering for each child for each sport. **If you choose this option and subsequently do not perform the volunteer hours, upon the next registration, you will be charged the applicable "opt out" fees plus a penalty of \$25.00 totaling \$75.00 per child/per sport.**
 - A coach or commissioner may decide to assign volunteer duties. This can be due to a lack of volunteer sign-ups or to ensure coverage. In any case, you are responsible for your assignment. You may switch with another volunteer or have someone cover your scheduled duty, but you must make arrangements. A team mom is not responsible for re-arranging this for you.
 - In the case where an event is cancelled due to weather or other unforeseen circumstance, you would be responsible for the time slot in which you were originally responsible for when the event is rescheduled. Again, you may switch with another volunteer or have someone cover your scheduled duty, but you must make arrangements. A team volunteer coordinator is not responsible for re-arranging this for you.