

OUTDOOR CLUB OF SOUTH JERSEY
MEMORANDUM

AWARDS

1. Purpose. To prescribe the policy and establish the procedures for the recognition of leaders of activities of the Outdoor Club of South Jersey.
2. Authority. A committee to consider awards is to be chaired by the Vice-President. Two other members of the committee will be appointed by the President. Establishment of an awards committee was approved by the Board of Trustees, in session, 13 October 1983.
 - a. Minutes of Awards Committee meeting, 30 November 1983
 - b. Minutes of Awards Committee meeting, 18 January 1984, reflecting amendments made by the Board of Trustees, in session, 8 December 1983.
3. Applicability. The policy of awards applies to all members of the Outdoor Club of South Jersey. The policy is to encourage leaders to do "their best" and to recognize performance and individual achievement "above and beyond" the normal standard expected.
4. Policy.
 - a. Officers, chairs, leaders, committee members, shall be reimbursed for reasonable out of pocket expenses incurred in conjunction with Club activities, which are adequately supported by receipts.
 - b. The role of leader or co-leader is defined as any member who leads an event that has been published in the OCSJ schedule and properly completed.
 - c. It is incumbent upon the leader of the event to report to the Activity Chair the completion of the event for consideration in the recognition procedure.
5. Recognition criteria. Formal recognition on an annual basis will be given to leaders and co-leaders, for the number of events per calendar year, as listed below, based up review and consideration by the Awards Committee:

Backpacking	3
Bicycling	6
Canoeing	3
Hiking/float trips	6
Wilderness survival Course -	Teaching of one complete course per year, either Spring or Fall.
Camping, Trips, Other	At the discretion of the Awards Committee.

 - a. Leaders and co-leaders participating in more than one category of events will be given due consideration by the Awards Committee.
 - b. Activity Chairpersons will make a complete list of all leaders to be recognized by 31 January and submit to the Awards Committee chairperson.
 - c. Trustees, Officers, Activity Chairs, Activity Coordinator completing a full calendar year of volunteer service to the Club will be considered automatically for awards recognition.

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6. Selection. The Awards Committee will convene to review and consider nominee's who performed in an outstanding manner or performed an unusual accomplishment in the preceding calendar year as determined by the Activity Chair.

a. The Awards Committee will meet to consider activities performed not later than 31 March.

Recommendations will be presented to the Board of Trustees at the April meeting.

b. The Awards Committee will recommend to the Board of Trustees an appropriate form of recognition annually - Certificate, custom embroidered shirt, plaque, trophy, medal, lapel pin, tie tac, ribbon, etc. or other token of appreciation. Suggestions for awards may be submitted to the Committee by Board members or Activity chairs.

c. The cost of such means of recognition shall not exceed the established \$25 limit imposed by the Trustees policy.

7. Meritorious/Special awards. The President may recognize any member deserving special recognition for meritorious or special volunteer service, or retirement. Any member may recommend to the Awards Committee another member for special recognition for volunteer service benefiting the Club.

8. Organization/Individual Awards. Other organizations, or individuals (non-club members), contributing to the preservation, wise use of the environment, quality of outdoor life and respect for the outdoors and its natural beauty, may be considered for awards. These awards generally are monetary in an effort to support their continued special interests for the benefit of the outdoors. Examples; Pinelands Preservation Alliance, Rail to Trails Conservancy, Adirondack Council, Woodford Wildlife Refuge.

9. Life membership. The Board of Trustees, upon consideration and recommendation from the Awards Committee, may consider to grant life membership free, to a member of the Board of Trustees, whose contribution to the Outdoor Club of South Jersey, and the Board, have been significant in the fulfillment of OCSJ aims and objectives.

10. Implementation. This policy is derived from the minutes of the Awards Committee meetings, George F. Muscat, Chairman, referenced in paragraph 2, above, and are in effect upon publication.

JOSEPH N. TRUJILLO

14. DEC 1994