



Lake Oswego Swim Club  
**2017 – 2018 Volunteer Participation Agreement**

Lake Oswego Swim Club (LOSC) is a volunteer run program that depends on the energy, enthusiasm and effort of its members to underwrite the quality programs we provide.

Volunteerism is the cornerstone of our membership with *every member family* required to participate.

Our volunteer program is outlined below:

- 1) Volunteer hours will be required from September 1st- July 31st of each year.
- 2) Members will commit to working **8 hours every quarter**.
- 3) If not worked, each hour will be billed as \$15/ hour (or \$120/ quarter, \$480/year).
- 4) Volunteer hours will be billed 4 times per year at each quarter's end (November 1st, February 1st, May 1st, August 1st).
- 5) All members will be expected to work at least 2 hours per individual home meet in which their swimmer(s) compete.
- 6) There is no carryover from quarter to quarter for volunteer hours worked. Members can save served hours to submit the following quarter if needed to avoid a loss of hours worked.
- 7) Hours will be pro-rated at monthly increments when leaving the team.
- 8) NOTE: There is no longer a separate volunteer buy-out program. We encourage all families to volunteer!
- 9) Certain volunteer positions (board members, officials, and other key responsibilities) will receive a credit for the full hours for the duration of their volunteer position. Other positions will receive a full credit for the quarter in which they volunteered. The volunteer coordinator maintains the list of these available positions.
- 10) Members are responsible for submitting their own hours. Hours not submitted by the end of the quarter can be submitted for the following quarter. A member may be billed for their hours if they do not submit them to team's website, even if they worked the necessary amount of time.
- 11) Members can view their volunteer hours on the team's website.
- 12) New members will not be billed for hours during the first quarter in which they join, but are encouraged to volunteer as it is a great way to meet other families.

Volunteer opportunities, reporting, tracking and communication will be via the Club's website: [www.lakeoswegoswimclub.org](http://www.lakeoswegoswimclub.org). Please contact the volunteer coordinator at [loscvolunteerprogram@gmail.com](mailto:loscvolunteerprogram@gmail.com) with any questions.

**I agree to the Volunteer Participation Agreement above:**

**Member Name:** \_\_\_\_\_ **Swimmer name(s):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Lake Oswego Swim Club Volunteer Participation FAQ's

### **If I am a new family to LOSC, how many volunteer hours am I assigned?**

The hourly volunteer requirement begins the second quarter in which the Member joins LOSC. Members will not be billed for hours during the first quarter that they join to allow the Member time to get oriented with LOSC. However, we highly encourage all members to get involved as it is a great way to meet other swimmers and their families.

### **Can I volunteer all my hours at LOSC home meets?**

Yes! Be sure to submit them by logging into your LOSC swimmer account first and then submitting them in the volunteer section on the website.

### **Is it 8 hours/quarter for each swimmer?**

No, the requirement is for each family, regardless of the number of swimmers in that family.

**If I still have hours to work in July will I owe these the following year?** No. The system will be reset to 8 hours owed for each family at the end of each quarter. The hours will either have to be worked or paid each quarter.

### **Can I work extra hours and carry them over to the next year?**

No, there will no longer be any carry over of hours to the next quarter or year.

### **I am too busy to volunteer, what should I do?**

We encourage ALL families to volunteer. If you choose not to volunteer, you will be charged \$15/unworked hour or \$120/quarter. If you would like to find something that meets the needs of your family, please contact the volunteer coordinator at [loscvolunteerprogram@gmail.com](mailto:loscvolunteerprogram@gmail.com).

### **How do I know what I can do to volunteer?**

There are many opportunities throughout the year to volunteer. These include home meets, timing at ANY away meet, special events such as banquets or swim-a-thon, helping with fundraisers such as poinsettia sales. There is also "behind the scenes" work also needed after meets such as filing of ribbons, etc. Please go to the volunteer section of the team's website to find out more.

### **If I work extra hours, may I donate them to another family?**

No. Every family is responsible for their own volunteer account.

### **How do I know if I am behind on my hours?**

Check your hours by logging into your **LOSC.org** account. Click on "**My Account**". Click on "**\$My Invoice/Payment**". Choose the tab labeled "**Service Hours**."

### **What if we leave the team?**

If a family leaves the team, they will be pro-rated for the month that they leave and will be charged for the hours owed for that quarter.

### **What if I forget to submit my hours after a home meet and I am billed for those hours?**

Once billed for hours, a member cannot be reimbursed, even if those hours were worked. The hours, however, can be submitted for the following quarter and will not be lost. It is the responsibility of each member to keep track of their hours.

Please contact the volunteer coordinator, Grace Yoon, at [loscvolunteerprogram@gmail.com](mailto:loscvolunteerprogram@gmail.com) with any questions!

Happy Volunteering!