UQU COMMUNITY PORTFOLIO

VOLUNTEER REWARDS POLICY

1.1 UQU Rationale

UQU strives to establish a Community Portfolio to increase extra-curricular activities for UQ students in order to build their employability skills and undertake altruistic and philanthropic community based activities that will assist the local community.

UQU's community portfolio will be carried out through the active participation of volunteers. UQU encourages volunteer involvement at all levels in the organisation and within all appropriate programmes and activities. Staff members are encouraged to assist in the creation of meaningful roles for volunteers and to assist in recruitment of volunteers.

1.2 Volunteer Recognition

Volunteers are very important to UQU and the individuals and communities served. UQU strives to give meaningful, fit for purpose assignments to volunteers and to recognise and reward them for their time.

The UQU volunteer rewards system is tiered and includes Bronze, Silver, Gold and Platinum rewards. Each tier is directly related to the number of hours volunteered.

In order to receive an award of any tier; reliability, helpfulness, punctuality, respect, effectiveness and following the UQU code of conduct and UQU policy documents will also be taken into account.

The decision to reward will be at the discretion of the Volunteer team and made on a case by case basis.

1.3 The Rewards Point System

Points will be awarded that relate to hours worked. These points will relate to rewards awarded**. 1 hour worked = 1 point.**

If the database allows, two totals will be recorded. 'The points' will be a running total that will revert to zero once the points have been redeemed. This is to avoid them being redeemed twice. 'The total hours' volunteered will also be recorded.

The following table details the reward tiers and rewards provided.

Reward Tier	Hours Volunteered/Points	Rewards
N/A	1-9	T-Shirt Free admission to event volunteering for*
Bronze	10-19	Bronze Merchandise Pack T-Shirt Free admission to event volunteering for*
Silver	20-29	Silver Merchandise Pack T-shirt Free admission to event volunteering for* Volunteer Certificate Invitation to UQU volunteer awards night
Gold	30-49	Gold Merchandise Pack T-shirt Free admission to event volunteering for* Volunteer Certificate Invitation to UQU volunteer awards night
Platinum	50+	Platinum Merchandise Pack T-shirt Free admission to event volunteering for* Volunteer Certificate Invitation to UQU volunteer awards night (with special mention)

*** where applicable**

1.4 Volunteer Certificate

This certificate (given at the end of volunteering) will detail the hours volunteered and any positive feedback provided by UQU and/or the NPO. This will form an extra-curricular activity statement, which could be shown to potential employers.

1.5 References/Letters of Recommendation

These will not be written for all volunteers; the certificate will replace this. A reference could be written only for an outstanding volunteer under special circumstances and/or when requested by a volunteer.

1.6 Volunteer T-Shirts

Each volunteer will be provided with a specially designed UQU Volunteer T-shirt. This will be a uniform and should be worn whilst performing the volunteering task (unless otherwise stated). This will help to identify the volunteers. The T-shirt should be removed once the volunteer is no longer representing UQU (See the UQU Uniform Policy).

1.7 Volunteer Awards Night

At the end of the year/semester, an awards night will be held. UQU staff and supervisors from the NPOs will be invited to hand out the certificates and to congratulate the volunteers.

Special mention will be given to those that have gained a platinum award.

This will be a free event to volunteers that have done 20 or more hours of volunteering.

1.8 Volunteer of the Year

The student that has done the most hours of volunteering and/or been given the most positive feedback will be named Volunteer of the Year.

This student will be awarded a named, framed certificate, handed out with special mention, at the awards night.