



DURHAM KENNEL CLUB, INC.

INSTRUCTOR/VOLUNTEER VOUCHER ISSUANCE/REDEMPTION

PURPOSE: This policy defines the method DKC will use to issue and redeem vouchers for class instruction and volunteer service hours

REFERENCES

Instructor Continuing Education Policy
Member Benefit Policy

DEFINITIONS:

- ◆ Event Chair/Volunteer or Program Coordinator: Individual with responsibility for a DKC event and/or its volunteers
- ◆ Volunteer: Club member who volunteers their time in greater than two-hour segments at a club sponsored event held either at the DKC facility or off-site.
- ◆ Instructor/ Assistant: Club member who teaches or assists at a class session held by DKC

Vouchers will be issued electronically only at the end of each class session or event by the Finance Chair or their designated representative. These vouchers will be recorded on an online document. When a voucher is redeemed, it will be marked as used on the list by the Finance Chair or their designated representative. Members will be responsible for any fees associated with invalid vouchers. Each Event Chair or Group Lead will be responsible for providing a list of members with qualifying services to the Finance Chair or their designated representative with copy to the DKC Treasurer. A volunteer may not receive a voucher for more than one position at any event.

Vouchers may be redeemed in the amount indicated for any class session, event entry, seminar registration, or for any event sponsored by and held at Durham Kennel Club per the referenced policies:

- ◆ \$150 for Member Judge officiating at an event
- ◆ \$50 for Show/Trial/Test Secretary for an entire event (i.e. weekend, not each day)
- ◆ \$50 for each class session (Instructor or Assistant)
- ◆ \$25 for Show/Trial/Test/Seminar Chair for an event (i.e. weekend, not each day)
- ◆ \$5 for every two hours of service to the Club by a member

Vouchers must accompany registration to any Club class or event. Registrars/Secretaries may verify the validity of the Voucher by reviewing the on-line Voucher Form. All redeemed vouchers will be sent to the Club Treasurer along with event payments and must include the event for which it is being redeemed. Copy will be sent to the Finance Chair and marked the issued voucher as redeemed on the on line Voucher Form.

Vouchers may not be issued for other than DKC service at an event or class without prior Board approval, i.e. raffles or gifts.

No member/exhibitor may enter a trial or event without full payment of the appropriate fees: monetary, voucher, or a combination of the two. Free entries for an exhibitor can be considered an incentive and not in compliance with AKC *Rules Applying to Dog Shows* and venue regulations.

Chapter 1, Section 4 of the Obedience Regulations, Chapter 1, Section 4 of the Rally Regulations, Chapter 1, Section 4 of Agility Regulations; and Chapter 1, Section 9: Entry Fees/Special Inducements.

“A host club shall not accept an entry fee other than that published in its premium list or discriminate between exhibitors by offering certain owners or handlers special inducements such as rebates, prizes or other concessions unless allowed by another section of these regulations, except a club, at its discretion, may allow for a reduced entry fee for dogs handled by juniors. A junior must have an AKC Junior Handler number and is defined as being under 18 years of age on the first day of the trial. An event is defined by a unique event number”