



DURHAM KENNEL CLUB, INC.

VOLUNTEER BENEFIT POLICY

PURPOSE: This policy defines benefits for Durham Kennel Club (DKC) members volunteering at events held by the Club whether at its facility or off-site.

REFERENCES: Appropriate AKC Trial or Show Manual.
DKC Show or Trial policies.
NC State Employment Regulations ([link](#))

DEFINITIONS:

- ◇ Event: Any show, match, trial, social, or club activity sponsored by DKC and held on or off site.
- ◇ Event Chair: Volunteer position with total responsibility and accountability for an event including but not limited to hiring judges or any professional or service required to hold the event, making hotel or travel arrangements, meals, obtain volunteers, ensure all committees are in place, determining that equipment is current and in good working order and that all AKC requirements are met. Event Chair will provide name tags for all volunteers and is responsible for sending vouchers to volunteers.
- ◇ Event Secretary (if event is a show, match or trial): Volunteer position with the responsibility to prepare premium, coordinate with webmaster, take entries, send confirmations, prepare appropriate day of show reports and judges' books and sending appropriate event reports to the AKC and the Board.
- ◇ Volunteer: Club Member who provides service in any capacity to the Club without expectation of payment.
- ◇ Service: a two-hour block of time during with the DKC Member or Associate Member works in support of a DKC event/activity. Time includes set up prior to the event and clean up post event.

As a not-for-profit organization, and as stated in the DKC Constitution, no part of monies paid to the Club shall inure to the benefit of any member. Under North Carolina State Law, if payment were made to any Club member, the member must be considered an employee and both the member and the Club must be subject to all State and Federal regulations. Therefore, DKC will not pay its members for services to the club, i.e. trial secretaries or workshop presenters. Members will be re-imbursed for authorized purchases.

Club members serving in the position of Event Chair or volunteering as Event Secretary shall receive a voucher in the amount of \$25 (each trial) which may be redeemed for any DKC sponsored class, event entry, workshop, or seminar held at DKC

Club members volunteering in any capacity, at any event, shall receive voucher in the amount of \$5 for every two hours worked. All volunteers working four or more hours should expect lunch.

Vouchers are non-transferrable, non-redeemable for cash and carry a validity through December of the subsequent year. i.e. a voucher received for volunteering at a trial in January 2023 would be valid through December of 2024. Vouchers must contain the name of the member volunteer and the Event Chair. Vouchers may be delivered in person, sent electronically or by USPS.

DURHAM KENNEL CLUB VOLUNTEER VOUCHER

Thanks for helping out at our "event"

**Voucher issued to "member" and redeemable at any DKC
class, seminar, or trial held at the Club**

Non-transferrable Value \$x

Expires "date"

Event Chair "name"