

Meadowcrest Community Association

Volunteer Brick Dedication Program

Policies & Procedures

PURPOSE:

To honor volunteers for the dedication of their time and effort towards the betterment of the Meadowcrest Community.

POLICY:

The Meadowcrest Community Association will recognize significant volunteerism through the installation of paving blocks in the Meadowcrest Park. The blocks will contain the name of the individual being honored and the activity for which they are being recognized.

Deserving individuals will be nominated to have a brick installed in their name. The names of nominees who meet the eligibility criteria will be submitted to the Meadowcrest Board of Directors for approval.

Nominations shall be submitted throughout the year. Approval of nominees shall occur at the February Board meeting.

The actual dedication of the blocks will occur annually in April as the third week in April is National Volunteer Week.

A nomination form (copy attached) will be available in the Meadowcrest Community office and a Dedication Letter (copy attached) will be provided to the person being honored if an address is available for the individual.

Monies used to support this program shall be included in the annual Meadowcrest Community operating budget prepared by the Meadowcrest Finance Committee.

CRITERIA FOR NOMINATION:

An individual must have five or more years of service in a particular function.

The service provided shall have benefitted the Meadowcrest Community in some manner. Examples would include, but are not limited to, running the day to day business of the community, contributing to the maintenance and beautification of the community, fostering the community's social environment, planning for the community's future, keeping the residents and businesses aware of community news, events and local information, etc.

PROCEDURES:

Anyone wishing to nominate an individual shall do so through an MCA Director, an MCA Committee/Group chairman or the MCA Manager.

Nomination forms will be available at the Meadowcrest Office and will have to be completed to include the name of the nominee, the activity for which they are being nominated, the resulting impact or benefit of the service provided, and their estimated time of service in terms of years or hours. Quantification of the benefit provided can include estimated number of homes, businesses and/or people impacted as well as a specific description.

Completed forms should be signed by the initial individual making the suggested nomination and the board member, committee/group chairman or MCA manager submitting the form.

The Meadowcrest manager will include all nomination forms received by the second Tuesday of the month in the package provided to the directors for that month's board meeting.

At their monthly meeting, the Meadowcrest Board of Directors will discuss all nominations included in their board packages and will vote to approve or disapprove the nominations.

After board approval is received, the Meadowcrest manager will order the approved number of blocks and will be responsible for the installation of said blocks each year.

The Meadowcrest manager will prepare the approved dedication letters for each honoree, have the letters signed by the President of the Meadowcrest Community Association and mail the letters to the recipients.