



## **Volunteer Recognition Draw Policy**

**Policy Manual Section:** Administration - General

**Policy Number:** A-GEN-004

**Authority:** 5115/01, 5116/01, 5925/02

**Date Approved:** March 13, 2001

**Department Responsible:** Strategy and Engagement

**Revision Dates:** October 22, 2002, January, 2020

**Review Date:** January, 2022

**Status:** Active

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### **Purpose:**

To provide recognition to local volunteers who are LaSalle residents.

### **Policy Statement:**

To develop a program that would provide recognition to LaSalle residents who volunteer their time to local groups as set out in the scope of this Policy.

### **Scope:**

The policy applies to volunteers who are LaSalle residents, volunteering for one of the following groups within the Town of LaSalle:

1. Sports Associations;
2. Education centres;
3. Municipal Committees who do not receive a remuneration, Community Service Clubs/organizations and Churches.

### **Policy:**

Letters explaining the program are sent by mail to various volunteer groups noted under the group headings within the scope of this policy, encouraging them to submit names and addresses of volunteers within their group who are LaSalle residents.



Groups wishing to participate in this program, submit volunteer names and addresses of LaSalle residents and these names are then included in the appropriate draw.

Prior to each draw, numbers are assigned to each name to identify winners. Draws are held at regular Council meetings where at each draw, six (6) numbers are randomly selected, matched to the assigned names and the winners receive a pair of tickets to an upcoming performance of the Windsor Symphony.

There are five (5) draws from the below groups throughout the season:

1. Sports Associations
  - LaSalle Minor Hockey Association
  - Skate LaSalle
  - Turtle Club Baseball
  - LaSalle Rowing Club
  - LaSalle Stompers Soccer Club
2. Municipal Committees, Service Clubs/organizations and Churches
  - Remembrance Day Committee
  - Volunteers with the Royal Canadian Legion, Knights of Columbus, Girl Guides, Boy Scouts, LaSalle Choir, Kin Club, Rotary Club and local churches.
3. Education Centres
  - all local primary and secondary schools.
4. Grand Draw
  - all names of those who have not yet been drawn from all groups.
5. Final Grand Draw
  - all names of those who have not yet been drawn from all groups.

Updates to the groups made as changes occur. Changes occur when associations/clubs/organizations/churches/Committees close or new ones are established.

**Responsibilities:**

The Council Coordinator is responsible for co-ordinating this program.



## **Policy Review**

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.



**References and Related Documents:**

Council resolutions 5115/01 and 5116/01 dated March 13, 2001 superseded by resolution 5925/02 on October 22, 2002 in relation to the establishment and changes to the program.

Updates to various groups required when changes occurred on September 9, 2008, May 30, 2013 and August 10, 2016.

**Attachments:**

None.