



PEO Volunteer Service **Recognition** Program

Overview

Well over 1,000 PEO members volunteer their services to the association every year. Many of these members have served on chapters, committees or task forces, or PEO Council. As volunteers, they offer time, energy and skills. Their efforts result in many accomplishments and contribute greatly to the operation and success of PEO.

Introduction

PEO is implementing a volunteer service program designed to recognize the service that volunteers provide to the association. A recognition pin will be awarded to our volunteers for their service to PEO.

PEO's volunteer service pins will be provided to recognize five, 15 and 20 years of service. The Engineers Canada FEC pin will recognize 10 years of service. A special sterling silver pin will be presented, one time, where a volunteer has 25 or more years of service.

Eligibility/Criteria

- To qualify, an individual must be a P.Eng. member in good standing and a current volunteer with PEO who has accumulated the required five, 10, 15, 20 or 25 years of service.
- Eligible volunteers include PEO Council members, Committee/Task Force members and Chapter volunteers as identified by each chapter annually.
- The years of service are calculated based on the total years an individual has volunteered. Volunteers can accumulate only one year of service during any given year, even if they served simultaneously on both a chapter and a committee, or served as a chapter or committee chair or a subcommittee member.
- The service does not have to be continuous. Although no service credit will be provided for a leave of absence, the service can be interrupted.
- PEO's Volunteer Service Program will use official members names as provided by the volunteer in PEO licensing database.

Engineering Intern (EIT) Volunteers

- An EIT volunteer's years of service with PEO will be recorded and recognized by the Volunteer Service Program. However, a recognition pin will only be awarded once the EIT volunteer has obtained his/her P.Eng. license.

Pin Replacement

- Please be advised that a replacement fee will be applied in case of lost recognition pins as follows:
 - a charge of \$15.00 to replace 5, 15, 20 year service pins
 - a fee of \$30.00 to replace a sterling silver pin
- To order a replacement pin please contact Awards Program at: awards@peo.on.ca

PEO's Service Records

The service records maintained by PEO are based on information PEO has captured over the years. Chapter volunteer information is based on what is provided to PEO chapter staff by Chapter Executives. This information is normally submitted following a Chapter AGM to record changes in executive/ board members and through updates of the chapter volunteers provided during the year. Committee membership information is based on the annual volunteer roster prepared and submitted to Council for approval in November or updates provided during the year.

Volunteer enquiries regarding years of service can be made by contacting the Director, People Development or Manager, Chapters. To update or correct existing service data, such official documents as committee minutes, chapter minutes or newsletters must be submitted for review.

Annual Presentation

Wherever possible, service pins will be presented at a function/ meeting the member is already attending. The intent is to present pins at a ceremony that best recognizes the contribution of the member while minimizing the extra cost of travel and accommodations. Therefore, Councillors and PEO committee members will receive their pins at a regularly scheduled meeting and chapter volunteers will receive pins at designated chapter events.

Volunteer Service Pin Design

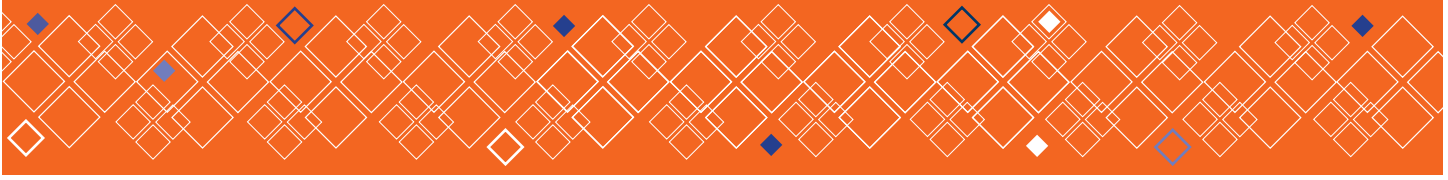
The service pin design is based on the features of the P. Eng pin and PEO logo, and incorporates a number and colour scheme to recognize the years of service. The 25 Year pin is a sterling silver pin.

YEARS OF SERVICE (Accumulated) RECOGNITION	SERVICE PIN DESIGN
0 to < 5 Years	Not Eligible
5 Year Pin (5 to < 10 Years)	
Fellow of Engineers Canada (FEC) (10 to < 15 Years)	
15 Year Pin 15 to < 20 Years	
20 Year Pin 20 to < 25 Years	
Sterling Silver Pin (Numberless) 25 Years and Above	



PEO Volunteer Service Recognition Program

PROCEDURES FOR REPORTING LIST OF CHAPTER VOLUNTEERS TO PEO



Overview

- Effective January 1, 2016, PEO has revised the Volunteer Service Recognition Program to amend eligibility criteria as detailed below.
- As outlined in the revised PEO Volunteer Recognition Program, each chapter is required to submit annually the names of eligible volunteers to PEO chapter staff within one month following the chapter AGM.
- All chapter volunteers who are P.Eng. members in good standing and identified by their respective chapter as a current volunteer with PEO will qualify for service award recognition if they have accumulated the required five, 10, 15, 20 or 25 years of service.
- Please review the attached PEO Volunteer Service Recognition Program handout that outlines the full program details.

Reporting Process

- **By the end of October each year**, PEO's chapter office staff will contact designated Chapter Executive members (i.e. Chair, Vice-Chair, or Secretary) to confirm the list of eligible current P.Eng. volunteers.
- The list should include the volunteer's official name and licence number.
- As 2015 – 2016 is the transition period for the revised Volunteer Service Recognition Program, PEO will acknowledge accumulated past service for newly eligible chapter volunteers. To update the volunteer service database and maintain its integrity, the service record for newly eligible chapter volunteers will be confirmed only once.

Presentation of Service Pins/Certificates

- In the first quarter of each new year, People Development will prepare the recognition package, which includes the service pin, certificate and personalized letter for each chapter.
- Once complete, the package for each chapter will be sent by courier to the respective chapter, pending confirmation of the chapter mailing address.