



CAMERON PARK AIRPORT DISTRICT

BOARD OF DIRECTORS POLICY

Subject:

VOLUNTEER ACTIVITY TRACKING

Policy Number: 2.13.3 . .

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Date Adopted: 09-28-2020

PURPOSE

Provide data to track the actual amount of volunteer effort and type of activities performed by volunteers for the Cameron Park Airport District. This data will be used as needed by the Airport District.

PROCEDURE

Volunteers are requested to report the date, hours, activity, their name and if possible initial this information on the included form F2.13.3

They may email, call, or drop by the office to input the information. The form will be posted in an accessible location at the airport office.

Volunteers will be encouraged to report daily to improve accuracy.

Monthly the information will be transmitted to the designated person to accumulate a spreadsheet with the capability of creating a running total sorted by date, hours, and activity which will be maintained on the CPAD computer and made available as requested.