

Prince George Amateur Radio Club Club Operations Guide

Recording and Submitting Volunteer In-Kind Contributions

2018-07-18

Introduction

The PGARC is sustained by volunteers who donate their time to build, operate and maintain club facilities. Good record keeping is important when determining volunteer contributions to the club. In-kind contributions form part of what the club is, and what it represents, and what it does under the British Columbia Societies Act. In addition, for BC Lotteries Community Gaming Grant Program the volunteer In-Kind contributions are seen as part of the club's contribution to Minor Capital Projects.

In-Kind Contributions

- a. Time at work-site building, operating or maintaining club equipment
- b. Travel time to and from a work-site. If volunteers are contributing their time as a qualified trades person (licensed electrician or qualified radio technician) then the qualification should also be reported.
- c. Special Interest Groups meeting time in planning and documenting Minor Capital Projects and site Maintenance Projects associated with the Repeater Network, EMBC Radio Room or Emergency Communications Trailer. (See Gaming Policy and Enforcement Rules below.)
- d. Vehicles use for travel. (For rates see EMBC Policy & Procedures Bulletin)
- e. Material, parts or radio equipment and test equipment

Donation-In-Kind Submission Procedure

Time Sheet forms for recording In-Kind contributions are available on the club website 'pgarc.org'. Click on 'Documents' tab. A printed form can be submitted at the meeting or an '.xls' or '.ods' file can be submitted to the club secretary by email. In addition, d. & e. above should be reported on the same form. The Special Interest Group who organized the work is also responsible for initiation, completion and submission of time sheets. Tardy time sheets are to be followed up as part of the regular meeting SIG reports.

Data Usage and Summary Reports

In-Kind contributions are considered a measure of community support. This is particularly important for the Public Safety portion of the club activities. The data collected is essential for the successful application and reporting under BC Lotteries Community Gaming Grant Program. An annual Annual In-Kind Contributions Summary is to be prepared as directed by the club executive. This includes a summary for General Operation and Maintenance of Club Equipment, Minor Capital Projects (one for each project), and EMBC Tasks.

Gaming Policy and Enforcement Rules

Gaming Policy and Enforcement Rules permit board volunteer time to be considered as an In-kind contribution if it is part of the direct delivery of the club Public Safety Program. However, a board member's time directed toward general club business is not eligible as an In-kind contribution to the Public Safety program. (See Example of Grant Application In-Kind Contributions Summary form.)