

Pickaway County Sportsmen, Inc.
8100 US Highway 22 East
PO Box 248
Circleville, OH 43113

Procedures for Work Points Accountability

Four (4) Points are awarded to a member for every hour of work done at scheduled events or pre-approved work. The coordinator for each event is responsible for tracking and turning in work points for each scheduled event.

- Questions as to the validity of submitted points will be decided by the Board of Directors.
- Hours need to be added up for the event, match and work parties, and **totaled** at the bottom of the point sheet. The coordinators of the above events are responsible for adding these hours, and shall be recorded.

Five (5) Points will be awarded for attending a scheduled work session.

Work Points Coordinator to be overseen by an appointed director.

Work Points Coordinator Requirements

- Key to Club House
- Computer access – updated points file must be saved
- Sufficient skill in developing and maintaining a spreadsheet to track the work points in enough detail to satisfy all requirements
- Update and post work points reports at least monthly but preferably before each monthly directors and members meeting
- Present Work Points Summary Report during at least one of the two monthly meetings.

Procedures

- 1) Annually create a spreadsheet/tracking report to record **ALL** submitted work points for all events and meetings for **ALL** members.
 - a) Club Member (last name, first name)
 - b) **NEW** members shall have a **(N)** noted next to their name or in a separate column in the spreadsheet.
 - c) New members not yet earning the minimum required points shall be identified in some way to highlight the fact they still have required points to earn
 - d) Month work points earned (3rd Friday October through 3rd Thursday October – 1 year)
 - e) Total number of work points earned (optionally separating meeting points from work points)
 - f) Active members should be identified in some manner, but all points shall be tracked even after receiving active status
 - g) Reports should be printed in total points reverse order, optionally the new members could be listed on a separate report for them to more easily track their points status

- 2) On at least an every other month basis, a copy of this points tracking spreadsheet and all tracking reports shall be copied to the club house computer to ensure PCSI has a relatively current copy of the spreadsheet being maintained by the work points coordinator.
- 3) The year-end spreadsheet and tracking report(s) shall be provided to the membership coordinator by the end of October each year.
- 4) Create a binder for maintaining original work point sheets. The "Work Points Binder", with processed original reporting sheets, is to remain in the clubhouse office.
- 5) Submitted Work Points Sheets:
 - a. Remove from the "Work Points" manila folder
 - b. Make a working copy of each sheet (all originals are to always remain within the club house and shall not be removed by the Work Points Coordinator)
 - c. Place All originals in the Work Points binder in chronological order
- 6) Originals are to be filed by the **month earned**
- 7) Post a paper copy of the updated work points report on the clubhouse bulletin board and the Sign In/Out shed bulletin board.