



Pennsylvania State Animal
Response Team (PASART)
2605 Interstate Drive
Harrisburg, Pennsylvania 17110-9364

PASART POLICY

NO. P2013-2

SUBJECT: PASART/CART Volunteer Recognition Policy

DATE: May 7, 2013

I. **PURPOSE**

To establish a volunteer recognition policy for County Animal Response Teams (CARTs) in Pennsylvania.

II. **GOAL**

Recognize the efforts of CART volunteers in the various roles they perform for their CARTs.

III. **APPLICABILITY**

This policy applies to all PASART members and CART members.

IV. **DISCUSSION**

- As a volunteer based organization PASART cannot function without the efforts of its volunteers throughout the state. All volunteers want to know that their contribution is valued and not taken for granted. Recognizing the work of volunteers is crucial for any organization who wants to retain them and attract others. Recognition of volunteers should happen on a year-round, frequent and informal basis – begin with saying “Thank you” often!

In short, without volunteers, PASART could not exist. Accordingly, it is appropriate to develop guidance for the CART Coordinators to allow for recognition programs at the CART level so that the efforts of those who give of their time, expertise and commitment to this organization can be acknowledged.

V. Program Guidelines

The following guidelines are established for CARTs to be able to implement this program. It is understood that CARTs may not have the local resources to administer such a program. However, all CARTs are encouraged to implement a recognition program as soon as they are able.

- Volunteer efforts that “count” toward recognition
 - Deployment response
 - Meeting attendance
 - Training class attendance
 - Exercise Attendance/participation
 - Public event participation(parades, providing educational sessions to community groups, etc
 - Performing non-deployment tasks such as: inventory/logistics management, fund raising, managing training records.
- Recognition Criteria
 - Accumulate a total of at least 25 hours in a calendar year
 - Maintain good standing within the CART and adhering to Code of Conduct
 - Completion of required training
- Responsibility for Administration
 - The responsibilities for keeping records regarding this policy are those of the CART Coordinator or their designee.
 - It is understood that some CARTs may not have a sufficient number of volunteers to allow for participation in this program. Accordingly, participation is voluntary. However, if a CART decides to participate, then they must adhere to this policy statement as written.

- Recognition Award
 - A Certificate of Recognition will be presented to all CART volunteers who meet the Criteria shown above.
 - The Certificate shall be signed by the CART Coordinator and the Executive Director of PASART.

VI. **ELIGIBILITY**

All registered volunteers are eligible to participate.