

1. Overview:

- 1.1. The Volunteer Request Policy is to ensure a consistent approach to how request are handled by The EBOA.

2. Purpose:

- 2.1. To provide guidance for the Edmonton Basketball Officials Association Director of Relations and/or Executive in regards request for volunteer officials.

3. Application:

- This policy applies to the Edmonton Basketball Officials Association Director of Relations and/or Executive.

4. Policy:

- 4.1. The Director of Relations and/or Executive will follow the procedures outline below in regards to how volunteer request are handle when received by the association.
- 4.2. The EBOA will send out an email to all officials email to all officials describing what the charity request happens to be. Officials will then be asked to contact the charity directly if they want to volunteer their services.

5. Policy Approval and Review:

- 5.1. The EBOA Executive Committee will review this policy annually.



POLICY No: VPR-100-0

TITLE: Volunteer Request Policy

DATE: November 1, 2017

Example Email

To All Officials

The EBOA has received the following request from "Insert Organization Here" for officials to volunteer their time for "Insert Event" being held on/from "Insert Date"

"Insert Organization's Message Here"

If you are interesting in volunteering your time for "Insert Event" please contact the "Insert Organization Here" for further details and information.

"Insert Contact Information"

--

Name

Director of Relations

Edmonton Basketball Officials Association

www.theebo.com

APPROVAL _____

TITLE: _____

DATE: _____