

**Member Volunteer Hours Form – Deadline: June 30, 2025**

**Annual Requirement:**

**Minimum of 36 volunteer hours, attendance at 2 General Membership or Special Meetings and all fees paid.**

**NOTE: The cost for a building key depends upon the number of Volunteer hours contributed.**

***Those 65 and older are required to complete one-half of these hours for the applicable Key/Class cost.***

**(See instructions and examples on reverse of this form).**

**THIS FORM IS NOT FOR USE BY PERSPECTIVE MEMBERS**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_ I qualify as a club senior citizen (65 years old)**

**If combining your volunteer hours with a family member, list their name here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submit separate forms for each person or list the hours of each person separately on the same form.**

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| **Date of Activity** | **Hours** | **Activity Performed** |
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| **Total Hours =** |  |  |

**Instructions for July 2024 through June 2025**

1 – The volunteer hours reporting period is July 2024 through June 2025 and the report form must be in the Recorder’s possession by June 30th (see methods below). I cannot accept your form after June 30th.

2 – Volunteer hours and meeting attendance are only credited upon the receipt of the Member Volunteer Hour Report from the member.

3 – In July 2025, status will be reported to key monitor, membership, awards, and registration committee.

**To get a building key and awards you must do the following three things:**

1 – Be a member in good standing by completing at least 36 hours and attending two General Membership Meetings or Special Meetings during the above year.

2 – Make sure the Recorder has your member volunteer hours report on the form by June 30, 2025.

3 – Renew your membership (on the signed renewal form) and pay their dues/training fees to the Membership Chairperson by June 30, 2025. Pay the applicable key fee to the key monitor when you pick up your key in July 2025.

\*\*\*The cost of the building key and class depends upon how many hours you were able to volunteer July 2024-June 2025 (see below).

**- Less than 36 hours: No Key/Non-Member class fee applies**

**- At least 36 hours but less than 49 hours: $100 Key/$50 per class**

**- At least 50 but less than 99 hours: $50 Key/$40 per class**

**- 100 or more hours: Free Key/$25 per class**

*Note: Those 65 and older are required to complete one-half of these hours for the applicable Key/Class cost.*

|  |  |
| --- | --- |
| **Be Sure to Include:** | **Do Not Include**: |
| All Committee Work. | Travel/commuting time to do a job. |
| Putting on or participating in demonstrations, parades, and special programs if representing MDTC. | Attendance at club social functions. |
| Instructor time (25 hrs/session); Assistant instructor time (15 hrs/session). Must be approved by TD. | Attending, observing, or exhibiting at MDTC trials, run-throughs, Seminars or classes. |
| Helping with seminars, special programs, clean up, Run-throughs, trials, etc. | Work for which you were compensated or receive alternate credit in lieu of compensation. |

**To submit your hours report (by June 30th)**

1 – Drop form in box on bulletin board at club.

2 – Mail completed form to: Kathy Routten, 4736 Schooner Blvd, Suffolk, VA 23435

3 – Email completed form to [pugtrainer@yahoo.com](mailto:pugtrainer@yahoo.com) (recommended because I will send you an acknowledgement).

4 – Any questions should be directed to the President of MDTC.