

# Daniel Boone Conservation League

## Work Hours Credit and Your Membership Renewal

### Facts about the Work Hours Credit:

- 15 or more work hours are required to receive the work hours credit – no partial or prorated credit
- Work hours are counted from December 1<sup>st</sup> through November 30<sup>th</sup> of the following year. Example: Hours volunteered between December 1<sup>st</sup> 2008 and November 30<sup>th</sup> 2009 will count toward the work hours credit for the 2010 renewal.
- Volunteer hours must be completed by the member wishing to receive the credit. They may not be completed by someone else or combined with another person's hours.
- Members 65 or older prior to the renewal year will get the work hours credit regardless of how many hours they have volunteered (this is automatically applied if your DOB is on file)
- Members who are disabled and have notified the Membership Chairman will get the work hours credit regardless of how many hours they have volunteered
- Spousal and Junior memberships are not eligible for the work hours credit; work hours credit is applied to regular membership only
- Volunteer hours may not be carried over to the next membership year – The club appreciates hours in excess of 15 but they cannot be applied to the next year.

### Next steps if you believe you should have received the credit on your renewal invoice:

1. Be prepared to provide a list of your volunteer hours by event, (and dates if the event spans multiple days) and number of hours
2. Contact the Membership Chairman via telephone or email, detailing your hours
3. Membership Chairman will compare your information with the records provided by the event coordinators to determine where the discrepancy is
4. Membership Chairman will provide you with the name of the person to contact (event coordinator) to rectify your hours for that event
5. Assuming the event coordinator is in agreement, he or she will then contact the Membership Chairman to correct the membership record
6. Membership Chairman will then contact you with instructions to correct your invoice and submit the proper payment amount

PLEASE DO NOT bypass the above process and send in the renewal without first having contacted the membership chairman to get the records corrected. This will only slow things down and your renewal may be returned to you without processing.

**Rest assured your volunteer hours will not go unnoticed, please be patient.**