

WICE Discount Policy or Procedures:

Overview of Policy: Volunteers who are WICE members and provide extraordinary service to the association are entitled to a discount on selected WICE activities/courses.

This note sets out:

1. Who is eligible for discounts;
2. The availability and level of discounts offered;
3. The procedure for applying and approving discounts.

Eligibility

To be eligible for discounts volunteers must have donated **over 50 hours** within a **three month period** and their contribution be assessed valuable by their Department/Area Director.

The discount must be used within three months of time volunteered.

If at any time WICE believe a volunteer is abusing this policy, in any manner, the Program Coordinator reserves the right to deny discount.

Availability and Level of Discounts

The availability of a discount for specific activities/courses is determined by the Activity/Course Director, based on space available and budget and is indicated on the activity/course sign-up sheet. Specifically, discounted space may be open to volunteers only after the required break-even level of enrolment for the selected activity/course has been reached.

Generally, a course/activity with a maximum of 20 or more places will have 2 spaces for the volunteer discount, and courses/activities with a maximum of 19 or less places will have one discounted space.

Eligible volunteers will be entitled to a **20%** discount, in the form of a credit, which can be applied toward a single activity or to a single course.

Procedure for Applying for and Approving Discounts

1. Volunteers submit a **Discount Request Form** to their Department/Area Director together with the activity/course registration form. After approving the request, Department/Area directors forward the form to the Program coordinator for final confirmation.
2. If there are more applicants than space permits, the Program Coordinator or someone designated by her/him will allocate the discounted spaces by lottery.

Volunteer Discount Request Form

Registration: We are pleased that you are a part of WICE. To apply for a volunteer discount, you should register for the course as you normally would, and complete and attach the Volunteer Discount Request Form (see below).

Eligibility: Volunteers who are WICE members and who donate over 50 hours within a 3 month-period are eligible for a course/activity discount subject to their Department/Area Director's approval and space availability in the selected course/activity; the discount must be used within three months of time volunteered.

Name of Volunteer:_____

When did you join WICE_____ **Membership #**_____

Department/Area_____

Number of Hours_____

Dates Volunteered_____

Discount Requested for Activity/Course:_____ **Code**_____

Signature of Volunteer_____

Date:_____

For office use only:

Approval by Department/Area Director:_____ Date:_____

Confirmation of Program Coordinator_____ Date:_____

Signature of President _____ Date:_____