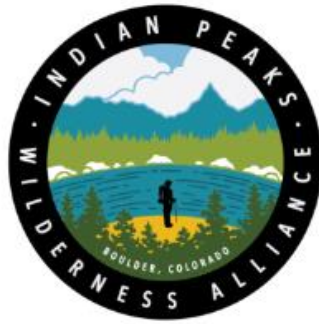


Saving Wilderness.



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Indian Peaks Wilderness Alliance Volunteer Dues Scholarship Policy and Procedures Approved: 5/1/2023

Introduction:

The Indian Peaks Wilderness Alliance (IPWA) offers new and returning volunteers an option to request a scholarship to cover the annual dues if there is a financial need, in line with our equity and inclusion goals. This document summarizes IPWA's Scholarship Policy.

Policy:

1. In general, IPWA will offer three scholarships for returning volunteers and two scholarships for new volunteers, with discretion to offer additional scholarships as needed (with board approval required if scholarships exceed \$500, see #3).
2. This general guideline will be reviewed by the Board each year as part of the budgeting process and may be modified as needed.
3. Proposed scholarship numbers which reduce the anticipated budgeted revenue for "Dues" by \$500 or more must be approved by the Board, in line with IPWA Fiscal Policies.
4. This policy applies to both Summer and Winter Dues.

Procedures:

1. If a volunteer selects the "scholarship" option during registration, an open text box titled "reason for scholarship request" will open for the volunteer to complete, followed by the sentence "We will let you know if your scholarship request is approved."
2. Once completed by the volunteer, the scholarship request will be reviewed by the Volunteer Services Coordinator (VSC) and the Summer (or Winter) Patrol Coordinator.
3. The VSC is responsible for updating the Internal Review information in the JotForms table (these fields are not visible to the registering volunteer).
4. The registration forms will have an email notification set up to send the form to the VSC and Patrol Coordinator if a scholarship is requested.
5. If approved:
 - a. The VSC will notify the Treasurer (to mark volunteer dues as "Scholarship")
 - b. The VSC will notify the volunteer of acceptance
6. If denied:
 - a. The VSC will notify the volunteer of denial with brief explanation as to why (e.g., IPWA is over the limit of scholarships for this season) and ask if volunteer would like to cancel registration or pay the dues.
 - b. The VSC will notify the Treasurer and IT Coordinator of volunteer's decision
 - c. The IT Coordinator will suspend ability to schedule patrols until payment is received (if volunteer opts to pay)

7. The Registration Form table with Scholarship requests will be saved on IPWA's Google Drive, clearly marked "Approved" or "Denied" with names of reviewers and date of decision.