

**Cheyenne Saddle Tramps Riding Club**  
**P.O. Box 2062 Cheyenne, WY 82003**  
**2010 Volunteer Hours Guidelines**

Requirements

Cheyenne Saddle Tramps (CST) members are required to perform volunteer hours to be eligible for year-end awards. A family membership is required to perform 8 hours per year, and an individual member is required to perform 4 hours per year.

1. The year, for tracking volunteer hours, begins October 1<sup>st</sup> of each year and ends on September 30<sup>th</sup> of the following year.
2. Hours must be tracked using the "Volunteer Hour Tracking Form" available on the CST website, or from the CST Secretary.
3. The Volunteer Hour Tracking Form must be turned into the CST Secretary no later than September 30<sup>th</sup> of each year to be eligible for year-end awards, which are typically awarded in November.

Guidelines

The following is a chart of what activities at CST count towards volunteer time:

<b>Activity</b>	<b>Number of Hours</b>
Horse Show helper (not participant)*	No Limit
Gymkhana helper (not participant)*	No Limit
Concessions	No Limit
Grounds	No Limit
3-D Barrels helper (not participant)*	No Limit
Parade helper (not participant)*	No Limit
Drill helper (not participant)*	No Limit
Clinician (not participant)*	No Limit
Attending Monthly Membership Meetings	½ hour per meeting, per family, up to 4 hours per year
Board Member	4 hours per year, per position held (must attend a minimum of 6 monthly membership meetings)
*Any time spent helping at a Horse Show, Gymkhana, 3-D Barrels, Parade, Drill or Clinic counts towards volunteer hours, however, time spent on a horse competing at a Horse Show, Gymkhana, 3-D Barrels, or riding in a Parade, Drill or Clinic does not count towards volunteer hours.	

Donations

CST members may donate 4 hours of their earned volunteer time to an individual CST member, or 8 hours to a family membership. Each individual of family may only receive ONE donation per year. Members must use the Volunteer Hour Tracking Form, available on the CST website, or from the CST Secretary, to donate hours to another CST member.