

Cheyenne Saddle Tramps Riding Club
P.O. Box 2062 Cheyenne, WY 82003
2011 Volunteer Hour Tracking Form

Use this form to track the time your volunteer hours for Cheyenne Saddle Tramps. Please PRINT all information clearly. Include the date, description of the activity (i.e. Gymkhana) and number of hours spent on each activity (please round to the nearest ½ hour). You MUST have the chairperson of that event sign this form for the time to be counted towards your yearly volunteer requirement to be eligible for year-end awards.

Please check one:

Family Membership (8 Hours required each year). Name: _____

Individual Membership (4 Hours required each year). Name: _____

Phone Number: _____ E-Mail Address: _____

Date	Activity	Hours Volunteered	Chairperson (Please Print)	Chairperson Signature

Members may donate 4 hours of their earned volunteer time to an individual or 8 hours to a family. Each individual or family may only receive ONE donation per year.

If you are using donated volunteer hours, please complete the following:

Number of hours being donated to me: _____

Name of family or individual donating hours to me (please print): _____

Signature of family or individual donating hours to me: _____

Completed forms are to be turned into the CST Secretary **NO LATER THAN September 30th** of each year in order to be considered for year-end awards.

Send completed forms to: CST Secretary
 PO Box 2062
 Cheyenne, WY 82003

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P.O. Box 2062 Cheyenne, WY 82003
2011 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 1st of each year and ends on September 30th 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 30th of ear 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:

Activity	Number of Hours
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.