

**Viewpoint Tennis Club**  
8700 East University Drive, Mesa AZ 85207

RECOGNITION POLICY	Version #2	January 2023
Purpose: <ul style="list-style-type: none"><li>To formally recognize significant volunteer contributions to the Viewpoint Tennis Club.</li></ul>		
Policy: <ul style="list-style-type: none"><li>It is important to publicly acknowledge volunteer contributions to the success of our club.</li><li>Annual awards help preserve the history of the VPTC.</li><li>Nominations may be submitted by any Club member, by the Executive Committee or by the recognition committee.</li><li>The recognition committee is responsible to the President.</li></ul>		
Forms: Sample Nomination Forms are attached		
PROCEDURES:		
STEP 1	The President will secure volunteers for the recognition committee and a chairperson will be selected.	
STEP 2	Criteria for each of the awards will be reviewed by the committee. Any desired changes must be approved by the Executive Committee.	
STEP 3	Nomination forms will be available to club members throughout the season and must be submitted by February 15.	
STEP 4	The committee will review all nominations and submit their recommendations to the Executive Committee, who will give final approval.	
STEP 5	The recognition committee will organize presentations at the year-end Club social.	
STEP 6	The recognition committee will arrange for any public display of award winners' information, including purchase of awards.	
STEP 7	The recognition committee will forward award winners' information to the website committee for posting.	