

2022 Community Service Program: General Overview

The 2022 Community Service Program will include credit union approved and sponsored events, listed on Community Connect (hfcu.galaxydigital.com), as well as outside, approved volunteer events/programs that employees participate in on their own.

2022 Community Service Program: Goals

- Maintain HFCU's image and public relations in the community
- Maintain and increase employee volunteer efforts
- Further leverage contribution dollars
- Educate the community about HFCU's mission and services
- Focus on community causes
- Educate new counties about HFCU's commitment to our local communities

2022 Community Service Program: Benefits

- Improves credit union image and relations within community through positioning as a leader at local level
- Develops and enhances employee communication, professional and leadership skills
- Supports employee engagement, especially in a team setting
- Leverages contribution dollars, enhancing the impact of financial contributions
- Boosts morale, team building, loyalty, productivity and motivation
- Attracts millennial membership and staff
- Reaches more potential members to increase sales
- Builds stronger communities by addressing social issues
- Demonstrates HFCU support of activities that allow employees to
 - Spend quality time with family/friends
 - Be positive role models for children
 - Educate their families about their workplace, co-workers and importance of good community citizenship

2022 Community Service Program: Event Hour Values

Available volunteer shifts will have pre-determined hour values assigned to them. **HFCU sponsored events will be worth 2x the hours volunteered** (employees will report actual hours volunteered in Community Connect and the 2x will be applied by the MCEA). A pre-determined hour value will be assigned to the chairperson. (Refer to p. 2 for more details)

2022 Community Service Program: Dress Code

Credit Union employees must participate as a representative for the credit union and follow the appropriate dress code, including wearing their nametag (when appropriate) during their volunteer time. During warm weather, the red ***People Helping People*** t-shirts may be worn for all 2022 community events. During cooler weather, the long-sleeve or sweatshirt red ***People Helping People*** shirts may be worn. Appropriate pants and shoes are required in all instances.

2022 Community Service Program: Employee Family and Friends

HFCU employee family and friends may participate in 2022 Community Service Program events. The hours that family and friends of an employee will not be included in the hours required for an individual employee to achieve Super Star Status (please see Volunteer Super Star Program on page 4 below). The age of HFCU volunteers will be dependent on the volunteer opportunity and/or is based on guidelines placed by the community organization.

Credit Union employee family and friends participating as a representative for the credit union must follow the appropriate dress code for credit union sponsored events and activities: the HFCU normal red ***People Helping People*** shirt (i.e. t-shirt or long-sleeve shirt) and appropriate pants and shoes. These shirts can be obtained from the credit

union (by submitting a request to the Marketing Communications & Event Administrator (MCEA)). Based on the type of event, employee family and friends may be asked to follow the standard HFCU dress code or to be dressed in professional attire. The chairperson will communicate to the participants the exact dress code that needs to be adhered to for each specific event.

2022 Community Service Program: Supervisors

Supervisors should check their employee hours throughout the year and review them with their employees to ensure that credit is given for volunteered hours. Social events including but not limited to Employee Events, Annual Meeting, All Employee Meetings, Summer or Fall Outings, along with the Holiday Party, are not considered eligible community service program events and do not count toward community service program credit. **Volunteer hours earned outside of HFCU-approved events should be submitted to the MCEA on Community Connect for approval for credit.**

2022 Community Service Program: Chairperson Requirements

If an employee signs up as an event chairperson, they will receive the chairperson hours as well as the volunteer hours for working the event (2x hours volunteered for HFCU events), provided the Chairperson participates. The standard additional chairperson credit for HFCU Community Service Program events will be 5 hours. Based on the type of event, the Director of Marketing may adjust the hours credited to the chairperson for a specific event. (i.e. The chairperson of an event that requires multiple dates of services may be increased to reflect the level of participation and effort required.)

List of Chairperson Requirements:

- Communication to HFCU staff regarding the upcoming event and updates on the event as needed.
- Set-up/Tear-down of the event and the safe transportation of HFCU materials.
- The chairperson will be responsible for communicating the requirement of all volunteers to log their hours via Community Connect by the 5th of the following month to ensure all Hours volunteered for the month are reported correctly.
- The chairperson is required to take photos of the event and forward them to the Digital Marketing Administrator following the event. Chairperson may request the Marketing camera if needed. **This is very important for social media posts. Failure to submit photos will result in forfeiting the 5 hours of chairing.**
- Occasionally, community events will require additional outside hours separate from the event. (i.e. planning and design days for a parade float, prior to the event date.)

Note: Failure to comply with the chairperson requirements may result in the forfeiture of community chairperson hours and may impact future requests to chair HFCU Community Service Program events.

2022 Community Service Program: Event Hours

HFCU Approved Event Hours:

Approved HFCU events are listed on Community Connect (hfcu.galaxydigital.com). Actual volunteered hours should be reported by each employee via Community Connect and then those hours will be doubled by the MCEA before they are reported.

Outside Additional Community Volunteer Hours:

In addition to the approved events that are listed in Community Connect, employees may also submit community involvement hours that are worked outside of this list for consideration to the MCEA (guidelines are listed below). These hours can be counted toward the Volunteer Superstar goal (see page 4).

Additional Community Hours may possibly count when the following conditions are met:

- Employees must submit an approval request via email for any additional community event to the MCEA. The MCEA will then forward the request for approval to the Director of Marketing and notify the employee if the volunteer hours have been approved for credit.
- Volunteer hours are not awarded if the volunteer shift is during an employee's regularly scheduled shift Monday thru Saturday.
 - If an employee volunteers on a vacation/personal day, those hours can count (if approved by the DM).
- Political & Religious events are not eligible for community hours
 - Events that benefit the community in Warrick, Vanderburgh, Posey and Henderson Counties may qualify (i.e. volunteering at a food bank sponsored by a church)
- The event is within the scope of our HFCU membership
 - Vanderburgh, Warrick, Posey and Henderson Counties
- The employee is identifiable as an HFCU employee (i.e. HFCU *People Helping People* shirt, logowear)
- The event will benefit a local community non-profit organization
- Examples of some outside activities for non-profit organizations include:
 - Habitat for Humanity, Girl Scouts, Boy Scouts, Big Brothers Big Sisters, Evansville Arc, Holly's House, YMCA, Easter Seals, Junior League, CASA, Keep Evansville Beautiful, etc.
 - Additional activities can also be submitted for approval to the DM.

2022 Community Service Program: Volunteer Process

1. Employees may view HFCU-approved events via Community Connect. An employee may sign up for any number of community activities on Community Connect. Some events have a limited number of volunteers; participation is reserved on a first-come, first-served basis.
2. Employees may submit approval requests via email for additional community events to the MCEA. The MCEA will then forward the request for approval to the DM and notify the employee if the volunteer hours have been approved for credit.
3. Employees should sign up in Community Connect to volunteer for an event.

Note: When you make a commitment with the chairperson or MCEA to participate in an event and you have to cancel for any reason, you will be required to find a replacement to fill your shift. Failure to find a replacement may impact future involvement in the Community Service Program.

4. When working a Community Service Program event, the employee must adhere to the HFCU Community Service Program Dress Code unless an exception is approved prior to the event.

Note: Some events may require an alternative dress code which will be communicated via the event chairperson or the MCEA.

5. If an additional shirt is needed, an employee may submit a request to the event chairperson or to the MCEA. A shirt will then be sent to the requesting employee via interoffice mail.
6. All individual employees must submit their volunteer hours for both HFCU events and outside community volunteer work (if approved) via Community Connect by the 5th of the following month to ensure credit for all volunteer hours worked. Volunteer hours worked outside of HFCU-approved events must be approved by the DM in order to receive credit. If hours are received after the 5th of the month following the event, the individual will forfeit community hour credit for the program hours that are submitted past the due date.

2022 Community Service Program: Volunteer Superstar

In 2022, employees are encouraged to step up and become a **Volunteer Superstar to receive ONE ADDITIONAL PERSONAL DAY for 2022!** Employees should check Community Connect for approved HFCU events with volunteer opportunities, watch for e-mails from Marketing that identify additional outside opportunities, and identify personal interests for volunteering opportunities (be sure to have those hours approved by the DM) in order to reach the goals listed below to qualify as a Volunteer Superstar.

Upon reaching the target goal, the employee will receive **ONE ADDITIONAL PERSONAL DAY** to be taken any time during 2022 after reaching their goal (or it can be the one personal day allowed for carry over into the first quarter of 2022).

Volunteer Superstar Program

Employee Group	Total 2022 Hours Required*	
All Non-Exempt Employees	40 hours*	
All Exempt Employees (including the Executive Team, Management Support Team, & HFS Financial Advisors)	80 hours*	
<p style="text-align: center;">*Total hours must include at least 50% approved HFCU events and the rest can be outside event volunteer hours. Friends and Family volunteer hours are not included in these totals.</p>		