

PMI-LA 2025 Volunteer Service Recognition and Awards Policy

Purpose

To provide guidance to the selection committee(s) in recognizing the contributions of PMI-LA Chapter volunteers and rewarding those individuals and team/group members in a manner that is appropriate and consistent with the values of PMI and acknowledges the importance and impact that the contribution has had on the chapter. A desired outcome of this policy is to enable the chapter to maintain and continuously improve its value to its membership, PM community, and to PMI by:

- encouraging and strengthening engagement amongst the volunteer population
- visibly reinforcing outstanding volunteer attributes that form the foundation for PMI-LA Chapter's success
- fostering a learning environment that upholds diversity, equity, inclusion, and fairness as identified in the [PMI Code of Ethics & Professional Conduct](#)

This policy document should be reviewed annually or biannually, along with the documents listed under References.

Eligibility

All chapter volunteers, Board of Directors members and Trustees, in good standing with regards to chapter membership, are eligible to nominate and receive recognition and reward for their contribution. Specifically, nominees must have active chapter membership status at the time of nomination and have served at least 6 months or volunteered for 25 hours in order to be eligible to receive recognition and reward. Exceptions must be vetted through the current President and VP of Membership of the chapter.

Criteria

The criteria for recognizing an individual or team/group of volunteers shall include both objective data and subjective assessment from the nominator to ensure that the type/level of reward is commensurate with the contribution. It is the responsibility of the Board of Directors to provide oversight in monitoring nominations and distributed awards from year-to-year and within the current year to ensure that recognition and awards are distributed fairly and judiciously. For example, if the same individual is nominated in consecutive years for the same/similar contribution, then it is up to the Selection Committee and Board members to a) review and discuss the merits of the contribution and b) make a decision by consensus (e.g., award and recognize or just recognize or neither award nor recognize).

Scope

The following named awards and types of recognition are to be guided by this policy:

Summary Table of Recognition and Awards

Recognition / Award	Individual	Team / Group	Award Value	Recognition (may include but not limited to the following)	Frequency & Decision-Maker
Free Event Entry for Volunteering Chapter Members	X	N/A	Not to exceed \$150	PMI-LA Chapter members who actively volunteer at a PMI-LA Chapter event is eligible to receive free entry to the event as a token of appreciation for their service. See information below for rules.	Per PMI-LA chapter event
Monthly (Lee Mandley) or Spot/ Ad hoc Recognition	X	X	\$25	A communication such as an email from the Chapter President, a featured article or mention in chapter website, newsletter, or other chapter communication platform	Monthly or ad hoc as determined by the Board of Directors
PMI Milestone Recognition (i.e., certification)	X	N/A	N/A		
Special Recognition Award	X	X	\$25		Annually (end of year), by Selection Committee
Charlie Lopinsky Volunteer of the Year Award	X	N/A	\$100	Same as for Special Recognition plus, a personal plaque valued at \$40	
Lifetime Achievement Award	X	N/A		Same as for Special Recognition plus, plate on the chapter perpetual plaque and a Crystal styles desk award, valued at \$100	Ad hoc (end of year if awarded)
Board- and Trustees-Specific Honors					
President Award (honor for Board members)	X	N/A	Not to exceed \$100		Ad hoc (end of year); selection by VP of Operations

Recognition / Award	Individual	Team / Group	Award Value	Recognition (may include but not limited to the following)	Frequency & Decision-Maker
Active Board of Directors Award	X	N/A	Not to exceed \$65		Ad hoc (end of year); selection by Chapter President
Active Trustee Award	X	N/A	Not to exceed \$45		

Free Event Entry for Volunteering Chapter Members

Eligibility:

- Only PMI-LA Chapter members in good standing who are actively volunteering at the specific event are eligible for free entry.
- This benefit does not apply to PMI-LA Chapter Board Members, PMI-LA Chapter Trustees, PMI-LA Chapter Past Presidents, or other PMI-LA Chapter Special Guests.

Registration Process:

- Eligible volunteers will receive a one-time promo code specific to the event to register for free.
- The promo code will be distributed by the Membership Team in coordination with the Event Organizing Committee and is valid only for the event where the volunteer service is provided.

Restrictions:

- The promo code is non-transferable and may not be redeemed for cash or applied to other events or benefits.

Process

Recognition Type and Frequency

Monthly or spot/ad hoc recognition:

An individual or team/group of volunteers can be recognized for their contribution in terms of effort, deliverable, or accomplishment at any time throughout the year. See Additional Considerations section of this document for PMI Milestone Recognition.

Annual (typically end of year) recognition and award:

An individual or team/group of volunteers can be recognized for their contribution in terms of effort, deliverable, or accomplishment. See the Summary Table above for honors typically awarded at the

end of a calendar year at a volunteer appreciation event. Volunteers who have served the chapter as a Board of Directors member or as a Trustee can be recognized at the end of a year – see Summary Table above for list of honors.

The Membership Team shall be responsible for planning and organizing an event, either in-person or virtual, typically within the last quarter of the calendar year to recognize and honor volunteers (see nomination and selection criteria sections).

The process of recognizing volunteer service will be implemented at the discretion of the Board of Directors and can be augmented with additional recognition and awards, as deemed appropriate, and as the annual budget allows.

Formation of and Approval of the Selection Committee for Special Recognition Awards

The Chapter President and VP of Operations are responsible for assembling and vetting the members of a selection committee. The committee members may be selected from amongst the past Board member, Trustee or long-time volunteer populations. Refer to the specific recognition process for details such as the number of committee members and qualifications. The President and VP of Operations will provide the current Board of Directors with the names of proposed committee members and their qualifications, along with back up proposals, as needed. The Board will approve by majority vote the proposed committee members for a given year, prior to the kick-off of a committee, even if the people have served on the same or similar committee in prior years.

Responsibility of the Selection Committee

The assigned committee responsible for overseeing the recognition process are accountable to the current Board of Directors. The Committee is responsible for ensuring that the nominated volunteer's contribution meets minimum standards as agreed upon **prior to the start of the selection process**. It is recommended that the committee selects a chair, who will be accountable for ensuring the integrity of the recognition process; if no chair is selected, then the President of the chapter will be accountable. The Selection Committee is under no obligation to honor volunteers for recognition and/or award simply to fulfill the process. For example, if the Committee received a nomination for the Special Recognition service award and the contribution was deemed to be worthy of acknowledgement, but was not distinguishing (as per criteria), the Committee can recommend a monthly or spot recognition (see Summary Table section) or another type of recognition.

Nomination

For the monthly or spot recognition process, nominations may be submitted by the current Board of Directors members and active volunteers. The nominations may be reviewed during the monthly Board meeting or offline, and that review shall be documented in the Board minutes, redacted of specifics.

The end of the year Special Recognition nominations shall be led by the Selection Committee. A Nomination Form (see References) shall be made available, along with a request for nominations that shall be communicated to all who are eligible to participate (see Eligibility section) with no less than 15 calendar day notice or as deemed practical to be as inclusive as possible.

Selection Criteria

The selection criteria will follow the process as outlined per recognition process. This includes:

- Monthly (Lee Mandley Volunteer of the Month)
- Special Recognition Volunteer Award
- Charlie Lopinsky Volunteer of the Year Award

The nominator shall fill out the Nomination Form with as much details as possible with statements of support. Either a Selection Committee member or the Director of Volunteers will verify chapter membership status and number of hours logged into the Volunteer Management System (VMS) by each nominee.

Awards

The Selection Committee shall determine the appropriate award to be given to a nominated volunteer. The Board shall include in its annual budget, money for awards that will be distributed throughout the year.

Notification & Communication

See documentation per recognition and reward process.

Additional Considerations

- PMI Milestone Recognition – Chapter members who have achieved a certification milestone (e.g., PMP) may be recognized as determined by the Board of Directors. These members may or may not be volunteers. For example, recognition could be accomplished by publishing a list on the chapter website monthly or on a schedule of choice.

References

- Nomination Form – Special Recognition Volunteer Award [year]
- Process and Criteria – Special Recognition Volunteer Award [year]
- Process and Criteria – Lopinsky VOY Award [year]

Document Change History

- Initially prepared and reviewed by Nancy Watanabe, Barb Cooke, Kay Rathfelder and Deby Covey; October 2023
- Updated by David Doan on January 21, 2025