

NCTA VOLUNTEER SUPPORT POLICY (Final)

Tennis Weekend		
Level of Service With NCTA	Hotel	Mileage
Management Committee	3 Nights Stay at Host Hotel	1/2 the IRS rate
Board of Directors	2 Nights Stay at Host Hotel (Must attend BOD meetings)	1/2 the IRS rate
Past Presidents	2 Nights Stay at Host Hotel (Must attend BOD meetings)	1/2 the IRS rate
Committee Chairs, Committee and Subcommittee Members	1 Night Stay at Host Hotel (Must attend assigned meetings)	1/2 the IRS rate
Current CTA Presidents	1 Night Stay at Host Hotel (Must attend assigned meetings)	1/2 the IRS rate
Community Development Workshop		
Level of Service With NCTA	Hotel	Mileage
Management Committee	2 Nights Stay at Host Hotel	1/2 the IRS rate
Board of Directors	1 Night Stay at Host Hotel (Must attend BOD meetings)	1/2 the IRS rate
Past Presidents	1 Night Stay at Host Hotel (Must attend BOD meetings)	1/2 the IRS rate
Committee Chairs, Committee and Subcommittee Members	1 Night Stay at Host Hotel (Must attend assigned meetings)	1/2 the IRS rate
Current CTA Presidents + additional representative from CTA	1 Night Stay at Host Hotel (Must attend assigned meetings)	1/2 the IRS rate

*2012 IRS rate is \$.555 so payout will be \$.277 for NCTA Volunteers

HOW WILL THIS WORK?

You are funded at the highest level of service. For example, if you are on a committee but also serve on the NCTA Board, you are to be funded at the Board level. If you are a committee member and a committee chair of another committee you are to be funded at the committee chair level. (If you are unsure of your current position with the NCTA, please see www.nctennis.com for a full committee and board listing.)

You must stay at the NCTA designated host hotel in order to be able to take advantage of the room payment and must attend the meetings to which you are either a committee member and/or Board Member and CTA President.

If you plan to share a room with someone else also receiving a volunteer room payment, you will be allowed to claim your portion of the double room rate. If you are sharing a room with a spouse or guest who is not on the NCTA Board or NCTA Committee, you are responsible for the guest's room charge.

No meals will be reimbursed. The meals included in the Volunteer Support Policy are the ones provided by NCTA at the meeting.

How do you know how far you live from meeting site and if you are eligible to receive the Mileage Reimbursement? Go to www.mapquest.com and put your address in and the address of the NCTA designated host hotel (and get the mileage from there.) If you live just 49 miles or less from the hotel the mileage reimbursement portion of the volunteer support policy is not an option for you. If you live outside the 50- mile radius you may ask for reimbursement on the expense sheet inside your volunteer notebook presented to you at Tennis Weekend and you may ask for the entire mileage from your house to the Hotel and back to your house.

In addition, to take advantage of any or all portions of the NCTA Volunteer Support Policy, you must attend the meetings for which you are responsible. We would love for you to come and attend not only your meetings, but also other meetings of interest. As an NCTA Board member, committee member or CTA President you are asked to make decisions on many different topics.

In addition to the Tennis Weekend and Community Development Workshop support, there is now a component for NC volunteers serving on USTA and Southern committees. That will be presented in another document.

The NCTA Board and Management Committee are excited to be able to offer our volunteers this plan. The NCTA is a volunteer organization and it is felt that we need to make sure our volunteers are able to attend the meetings. Tennis Weekend is the one time all of NCTA comes together to celebrate. Please have your reimbursement request paperwork into an NCTA staff member within 60 days of event and within the same fiscal year of the event.

Thank you for all you do!