



JUST – APPLICABLE SECTION:

- Volunteering

Leadership Roles for Professional Organizations and Volunteering

MCG management encourages employees to seek leadership opportunities in professional organizations, nonprofit organizations, and other organizations that relate to our business opportunities and community enrichment. To encourage staff to participate in these organizations MCG will consider paying for volunteer hours expended by our staff. If you are interested in taking advantage of this opportunity please provide the following information to one of the firm Principals on the attached form:

- Organization
- Affiliation
- Leadership Role
- Expected firm benefits
- Expected Benefits to Our Community
- Anticipated hours of commitment

MCG will review your request and provide a determination. If accepted, MCG will reimburse the employee at their hourly base rate of pay up to a maximum threshold determined by the firm.

If employees extend time beyond the approved threshold employees may utilize Paid-Time-Off (PTO) or non-reimbursed volunteer hours.

Employees will be responsible for preparing a presentation on their roles bi-yearly for delivery to the Principals and staff.

Commitment to Volunteering and Service

MCG facilitates employee participation in volunteer and/or pro-bono activities. In both paid and unpaid capacities, employees are encouraged to work with organizations that are of interest.

In 2012, MCG allotted an average of **156 hours paid time per employee** (more than \$82,000 total) to volunteer their time and services to local and national organizations.

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VOLUNTEERING



McCOOL CARLSON GREEN
Architecture • Interior Design • Space Planning

Reimbursement Request Form
Leadership Roles in Professional Organizations & Volunteering

Employee Name: _____

Name of Organization: _____

Role of Leadership: _____

Period of Service: _____

Expected Annual Time Commitment: _____

Please give a brief synopsis of how this participation will benefit the firm:

Approved Maximum Annual Paid Time for this position: _____

Proposal Name and Number to assign hours: _____

Approved by: _____

Signature: _____

Sincerely,

John Weir, Principal Architect
AIA, NCARB, LEED-AP