

## Awards Webinar

January 2022

It is very important to recognize all the hard work your volunteers have done over the year and VSys can help you make this process as easy for you, as it is rewarding for your volunteers. Setting up your awards can be quick and easy! Below, we will review how to create *Award types*.

### Awards Type Setup

- Create your Awards type: The Awards type can be set up on the basis of many different items, but we will only focus on a few of them here:
  - Lifetime Hours – Total hours attributed to that volunteer, over the course of their volunteering career.
  - Years with Hours – Counts the number of years with, at least, the minimum number of hours volunteered each year.
  - Years since first activity (hours) – Counts the number of years since the first year with hours, recorded by that volunteer.
  - Account balance – Volunteers whose balance, in a specific account, reaches the minimum target amount.

*Tip: If your requirements are very complicated – awards can be based off an Intellilist. This lets you do just about anything tracked in VSys for requirements.*

- Each Award type will provide you with the same basic parameters/filters, whereas some may also provide additional fields, to be stipulated, depending on which Award basis is chosen. The basic parameters for Award types are:
  - *Only award once* – With this option checked, the volunteer will not be eligible for this same award. (\*Please note, if this box is checked and the associated award status is marked as “Skipped” or “Denied”: the system will still consider the volunteer eligible to be nominated for this award.\*)

☒ Only award once

- *Don't award if the recipient had received any of these* – Prevents the volunteer from being eligible for that award, if they have already received any of the awards checked in the drop-down. (\*e.g. A volunteer had previously received an award that is of a greater amount/quantity, so the award/s of a lesser amount/quantity would not be eligible. -Volunteer contributes 1000 hours during a year, so you may choose to award the 1000 hours award but not the 100/250/500/750 hour awards.\*)

Don't award if the recipient has received any of these:

(none) ▼

- When nominating awards, give them this status – When you use the Awards manager, to automatically nominate eligible people for this award, the awards will be created with the status that is set, here.

When nominating awards, give them this status:  
System created

- People filters – These will determine if the volunteer is of the appropriate Person type, Group, Volunteer type, on the Required list, or of the appropriate Status, to be eligible for the award.

**People**

Eligible people: (no filter)	Eligible groups: (no filter)	Volunteer types: (no filter)
Required lists: (no filter)	Exclusions: Archived, Deceased, Status: Applicant, Status: Conditional	

### Lifetime hours

- Minimum hours/Maximum hours – This is the range of the lifetime hours total (including bonus, if desired) needed by the volunteer, to be eligible for this award.

Minimum hours: Maximum hours:  
0 0

- Valid jobs/Excluded jobs – These stipulate the hours, attached to the job, for which the award will consider eligible to count toward the award.

Valid jobs: Excluded jobs:  
(no filter) (no filter)

### Years with hours

- Minimum hours in a year for it to count – Minimum contribution of hours, for the volunteer to be eligible for this award.

Minimum hours in a year for it to count:  
0

- Minimum years/Maximum years – Range of years, with hours, that the volunteer must meet to be eligible for this award.

Minimum years: Maximum years:  
0 0

- Year starts with what month – Use this so the system will calculate the award, based on the beginning month that is chosen.

Year starts with what month:  
1

#### Years since first activity (hours)

- *Minimum years/Maximum years* – Range of years, with hours, that the volunteer must meet to be eligible for this award.

Minimum years:	Maximum years:
<input type="text" value="0"/>	<input type="text" value="0"/>

#### Account balance

- *Account* – Account used, whose balance is checked, and optionally debited.
- *Account balance required* – Minimum balance required, for volunteer to be eligible for the award, and optionally debited this amount when the “Debit account this amount when awarded” option is checked.
- *Account record start date/Account record end date* – Date range for all associated account records, so the system can determine eligibility of the award, for the volunteer.
- *Debit account this amount when awarded* – With this option checked, once an award is *Saved* (regardless of award status) the system will debit the account by the *Account balance required*. (\*Please note, deletion of this award will reverse all debits\*)
  - *Debit account as of the award's “Date awarded”* – The account will be debited on the *Date awarded*, unless blank whereas the *Date nominated* will be used, and if also blank, the *Current date* will be used. (\*Please note, if unchecked the system will go by preference of: Account record end date, then Date awarded, then Date nominated, then Current date\*.)
  - *Award as many times as possible* – When checked, the system will generate as many awards as possible, given the rules stipulated and volunteer account balance.

Account: <input type="text" value="Merit Hours"/>	Account balance required: <input type="text" value="0"/>	Account record start date: <input type="text"/>	Account record end date: <input type="text"/>	<input checked="" type="checkbox"/> Debit account this amount when awarded
<input type="checkbox"/> Debit account as of the award's "Date awarded" <input type="checkbox"/> Award as many times as possible				