

Awards Types (Anywhere)

January 2023

Underneath nominating your volunteers for service level awards are the **Awards types**. Much like letter templates set up the rules for a letter, **Awards types** set the rules for who qualifies for a certain award. Nominations are done yearly, or on your organization's schedule, but the award types only need to be set up once.

Awards Type Setup

- Create your Awards type: The Awards type can be set up on the basis of many different items, but the most common are:
 - 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 the awards can be based off an Intellilist. This lets you do just about anything tracked in VSys for requirements.

- Each *Award type* has a Requirements section. This will provide your standard filters – group, people type, jobs - and others that may depend on which *Award basis* is chosen. Some specific to awards:
 - *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 again for this award.*)



- *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.



Example: 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 has 5346 hours and is eligible for the *5000 hours award*. But the *1000 hours award* is not in his profile. If the *1500/2000/2500/3000 hour awards* were on the “Don’t award...” list for the *1000 hour award*, and one of those was in his profile, the 1000 hour award would be skipped to go to the 5000 hour award*)

- *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

Nominated ▼

- *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.

Eligible people types	Eligible groups	Volunteer types
Required lists	Exclusions	
	<input checked="" type="checkbox"/> Archived <input checked="" type="checkbox"/> Deceased	

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.

Basis

Lifetime hours ▼

Minimum hours 1000

Maximum hours 1499

☐ Ignore bonus hours

Valid jobs

Excluded jobs

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

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.

Years			
Minimum years	Maximum years	Year starts with what month	Minimum hours in a year for that year to count
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="1000"/>

- *Minimum years/Maximum years* – Range of years, with hours, that the volunteer must meet to be eligible for this award.
- *Year starts with what month* – Use this so the system will calculate the award, based on the beginning month that is chosen.

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.

Basis			
Years since first activity (hours) ▼			
Years			
Minimum years	Maximum years	Year starts with what month	Minimum hours in a year for that year to count
<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="25"/>

Account balance

- *Account* – Account used, whose balance is checked, and optionally debited.

Basis			
Account balance ▼			
Account			
Account	Minimum balance	Account record start date	Account record end date
VIP Points ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Debit account this amount when awarded			

- *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*.)