



JAPANESE CANADIAN
CULTURAL CENTRE
日系文化会館

VOLUNTEER INSTRUCTOR RECOGNITION POLICY

It is the Japanese Canadian Cultural Centre's policy to award formal recognition of all instructors of programs who have had 15, 20, 25, 30, 35, 40 years of volunteer service at the Centre.

During the anniversary year of the service achievement, the president will award a letter of recognition and gratitude and a small token of appreciation that will be given out at an appropriate time during the year in a ceremony to mark the occasion.

The Executive Director (ED) shall be responsible to maintain the service award list and make a recommendation to the board each year on an appropriate token of appreciation.

All clubs will be written and requested to submit a list to ED in December of the preceding year of all instructors who will be attaining one of the above milestones. This will serve as a cross-check against the master list maintained by the ED in order to assure that no one is missed.

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