

Douglas Ridge Rifle Club

Work Hour Waiver Procedure

Purpose: Establishes procedure for reviewing and approving or denying work hour waiver requests.

Requests:

- Waiver requests must be submitted no later than March 1st for the current billing cycle.
- Waiver requests are to be in writing and either emailed to the VP at info@douglasridge.org or mailed to DRRC, PO Box 307, Boring OR 97009.
- Verbal waiver requests will not be accepted.
- Waiver requests should come from the member requesting the waiver. If the member is unable to complete the request themselves then a family member may make the request on their behalf.
- The waiver request should contain enough specific information as to clearly state the need for the waiver.
- Work hour waiver requests may not be approved if the senior member requesting the waiver has an associate member that could perform the work hours and in some cases junior members that could complete the work hours.

Process:

- The VP has the authority to approve or deny a waiver request if it is a single request for one year.
- Waiver requests that are intended to be permanent or are a repeated single request will be referred to the board for a decision.

Documentation:

- The VP will maintain a file of all written work hour waiver requests and their approved or denied status.
- The VP will include notes in the member's database record of the waiver request and approved or denied status.