

# RSPWDC Golden PWD Program Policy and Procedure

The club recognizes RSPWDC members' Portuguese Water Dogs through the Golden PWD Program. This program was established to give special recognition to our PWDs that live to be the ripe old age of 10 years and older. This annual program is dependent upon availability of club funds.

## Recognition:

1. Club members' PWDs that are 10 years or older are eligible to receive recognition and a special gift, paid for by the club, at a pre-designated event (i.e. annual Holiday party).
2. The dog will be recognized at the first Golden PWD Program event in the year of the 10<sup>th</sup> birthday of the dog. Submission can be postponed at the member's discretion. New members with PWDs 10 years or older can submit for recognition during their first year of membership.
3. Club members are responsible for submitting their dog's information, i.e., name of the dog, birth date and a 200 word or less tribute to the club's Golden PWD Program chairperson prior to the annual event.
4. Recognition gifts are to be received by the club member, or designee, at the annual event. Designee information should be given to the Golden PWD Program chairperson prior to the pre-designated date of the annual event.
5. If the club member is unable to attend the event and has not made arrangements for a designee to receive their recognition gift, the club member must make arrangements for shipping of the gift. Shipping costs will be set at \$15.00 per gift. Payment in the form of check or money order, payable to RSPWDC, shall be forwarded to the Golden PWD Program chairperson prior to shipping.
6. Program recognition year begins January 1<sup>st</sup> and ends December 31<sup>st</sup>.

## Procedures:

1. The Golden PWD Program chairperson will keep records and submit names of gift recipients to the Treasurer and Recording Secretary. The Chairperson will submit an annual budget to the RSPWDC Board of Directors.
2. The Golden PWD Program chairperson, or designee, will be responsible for making presentations.

3. The program chairperson, at their discretion and as budget allows, may choose to include ribbons, dog treats or similar items for the event.
  
4. The program chairperson will be responsible for:
  - Collecting/maintaining recipient records and contacting owners for information.
  - Selecting and purchasing gifts and making arrangements for embroidery or personalization.
  - Ensure gifts are delivered to the event for presentation.
  - Ships gifts to owners *after shipping arrangements have been made and paid for by the club member/owner.*