

MATRIX FOR DETERMINING TIME UNITS FOR AP PROGRAM VOLUNTEER CERTIFICATE

Division members are asked to list all of your volunteer activities on a separate sheet, as well as you can remember them, going back as far as you can remember volunteering for any event: include name of the event, number of days and hours for that event, year of that event. **We will calculate your time units using the matrix below.** Note: all volunteer activity must have been performed in support of an NMRA (division) sponsored event – you cannot take credit for running on a modular layout that is not at an NMRA event.

Committee head/director: you assumed the top leadership position within the function conducted. This position will usually have a title. Usually earns 1 TU per month. For each event, there is only one chairman. Heads of event sub-committees are considered helpers.

Volunteer/helper: you performed a support role for a committee, even if you directed an event sub-committee. Usually earns one half TU per month.

Time Unit (TU): The amount of credit a volunteer receives for voluntarily directing or helping at an NMRA event, as applied to the Volunteer AP Certificate. 60 time units are needed to earn the Volunteer AP Certificate.

- List any **leadership role (committee chair/group head)** for the Dayton Train Show, Div 3 promotion for Carillon Park Railfest, Div 3 promotion at University of Dayton Christmas on Campus, Div 3 Model Railroading TRAINING Day, Div 3 promotion for Xenia Railfest, 2013 MCR Convention, 2002 MCR Convention. (Note: only one person is the chairman, and everyone else is a member of the _____ committee. Committee Chairs earn 1 TU per month. There are no sub-committee chair credits).
- List any **volunteer role (helper on a committee)** in which you are not the head for Dayton Train Show, Carillon Park Railfest, UD Christmas on Campus, Model Railroading TRAINING Day, Xenia Railfest, 2013 MCR Convention, 2002 MCR Convention. (note: helpers on any of these committees earn ½ TU per event, incl prep and the event. Any head of a sub-committee earns ½ TU per event).
- List any **leadership role (committee chair/group head)** for any activity in which you led which is not included in the above list: Div Contest Director, Div Photographer, Div Audio Visual Equipment Director, Div Sound Equipment Director, Div Programs Director, Div Historian, Div Library Director, Div Hospitality Director, Div Name Tag Director (Greeter), Div Country Store Director, Division Raffle Director, Div Website Director, Div Dalmatian Switching District Director, and any head of a special project such as a nominating committee. (note: these leadership positions earn 1 TU per month.)
- List any **volunteer role (helper)** for any activity listed in the above paragraph. (note: volunteer helpers on these committees earn ½ TU per month, which includes preparation meetings and the event.)
- List any time you opened your home and your layout for a public open house in support of an NMRA event such as a train show, convention, or after a division meeting. These earn credits up to the maximums depending on whether it is a division, region, or national event. Most of our functions are division events, so the most you can earn is 3 TU per event. Support for a regional conference is 6 TU for the conference. Operators do not earn credits, only members of the committee who are active.
- List your support as Boy Scout counselor for Railroading Merit Badge. How many merit badges? 1 TU per month of active counseling and 1 TU per merit badge – you must have been an NMRA member at the time of event. Being a counselor but not counseling earns no credits.
- List your participation in Modular Railroad events in support of an NMRA event. 3 TU per day to a max of 12 TU for a national event; 6 TU for regional event; 3 for division event.

- List your participation in Dalmatian Switching District events in support of an NMRA event. These earn credits up to the maximums depending on whether it is a division, region, or national event. Most of our functions are division events, so the most you can earn is 3 TU per event. Support for a regional conference is 6 TU for the conference. Operators do not earn credits, only members of the committee who are active.
- List your participation in support of either Cincinnati or Columbus sponsored NMRA Conventions. Any Div 3 members working in support of a convention elsewhere are considered committee members, never committee chairs as there is only one general chair per event. Volunteer worker credits are not per day but per event only—essentially one month's credit for volunteering at another division's convention.
- List clinics given. The first clinic applies to the Author AP Certificate. The second clinic on earns 3 TU for a national clinic; 2 TU for a regional clinic; and 1 for a division clinic.
- List Contest Judges. 3 TU for a national contest; 2 TU for a regional contest; and 1 TU for a division contest.
- Call Board Editor. 1 TU per issue.
- Division Board of Governors (BOG). 1 TU per month for BOG. Any division committee chairman earns 1 TU per month. (note: non-voting members of Div 3 leadership committees are considered committee heads and earn 1 TU per month.)

Note: This is our first attempt at trying to calculate Time Units for the AP Volunteer Certificate. Our first few will probably require some clarifications, advice, and research, until we get better experience. Approval is not automatic within the division. The Division submits the SOQ (Statement of Qualification); the Region reviews the SOQ for content and gross errors; and National makes the final decision on approval. This approval process may take from 2 to 3 months.

LET'S GET STARTED! GOOD LUCK.

Rick Lach, Division 3 Superintendent