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[www.wice-paris.org](http://www.wice-paris.org)

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# Volunteer Discount Policy and Procedures

## Policy Overview

This discount is a benefit provided to committed WICE Volunteers who are WICE Members and donate their time regularly to the association.

This policy establishes:

1. Who is eligible for discounts;
2. Availability and Level of Discounts;
3. How to apply discounts;
4. Management of discounts;

## Eligibility

1. The volunteer will need to be a member of WICE prior to applying the discount to WICE courses.
2. Each volunteer wishing to use this discount should already be donating their time to WICE, though it will be left up to the honour system of each volunteer to ensure they are active volunteers.
3. This benefit can be used multiple times in each three month period until it reaches its limit\* (see limit below), after what it renews itself for each three month period where the Volunteer has donated their time to WICE
4. If at any time WICE believes a Volunteer is abusing this policy, in any manner, the Program Coordinator reserves the right to deny any discount. Extreme abuse can result in the termination of WICE Membership.
5. This discount may be applied to any and all WICE course offerings\* (see below).
6. Volunteer Discount cannot be used with other discounts (early-bird, Open House, etc.)



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## Availability and Level of Discounts

Eligible Volunteers will be entitled to a 20% Discount of the course/ activity fee, which can be applied multiple times, but should not exceed the 20% of WICE's most expensive class in a three month period.

\*Under special cases a 20% Discount may be applied for a full year course, but is reserved for Volunteers that have been with WICE for over a year, and will be left up to the discretion of the Director to permit application of the Discount in this case.

## Applying and Approval of Discounts

- i. Eligible Volunteers who wish to apply their discount must ask their Department Director or direct manager, who will have to decide whether to approve or reject the application.
- ii. The Department Director sends an email of approval to the requesting Volunteer, Volunteer Department, the Treasurer, WICE Office and the Volunteer Program Director who hosts their desired class or course.
- iii. The requesting Volunteer registers and pays for the course.
- iv. After payment has been made, the Office Administrator contacts the Treasurer confirming a Volunteer has taken a discount.

## Management of Discount Policy

- i. It is the responsibility of the Volunteer Department to maintain Volunteer Records (i.e. a current list of active department Volunteers) in the Wild Apricot Database so they may be accessed by WICE office staff and other Department Directors.
- ii. It will be the responsibility of WICE Volunteer Department to monitor the usage of this discount, regularly report on usage, and coordinate with the WICE Treasurer when funds need to be transferred.
- iii. The discount will be paid by WICE Volunteer Department Expenses, and not directly from course revenues. In other words, an accounting credit is given to the WICE Program hosting the course with a debit to the Volunteer Department.