

Town of Milford

Volunteer Affidavit for Hampshire Hills Participation



Purpose

The purpose of this document is to ensure Department Heads, Committee Chairs and Volunteers are aware of the criteria required for Hampshire Hill's enrollment and eligibility for membership in the Town of Milford's Hampshire Hills Corporate Plan for Town volunteers. **Hampshire Hills participation is for Town employees and/or volunteers, this does not include volunteerism with the Milford School District. The Town and School District are two separate entities.**

Eligibility

It is the practice of the Town of Milford to offer to any Volunteer, **whose service to the Town is at minimum 6 hours per month**, the opportunity to participate in the Town of Milford's Hampshire Hills Corporate Plan.

- Volunteer service will be at minimum 6 hours per month or will be deemed to be on average 6 hours per month for the period of one year.

Process

Department Head/Director/Chair Responsibilities:

- It is Directors/Chairpersons responsibility to inform Volunteers of this opportunity.
 - Volunteers need to request that the Director/Chair submit the "Volunteer Affidavit" to Human Resources, on their behalf, validating the hours volunteered. ***This is the only way HR and Finance has of identifying who is volunteering with the Town.***
- Once the volunteer has completed the Volunteer Affidavit for Hampshire Hills Participation form, the Department Head, Director or Chair needs to sign and forward to **Finance (Cindy Lundberg)**.
 - The Department Head, Director or Chair should
 - **Remind** the volunteer to contact **Finance (Cindy Lundberg – clundberg@milford.nh.gov; 603-249-0640)** – for a letter to bring to Hampshire Hills. The letter verifies the volunteer is in good standing (**Finance can email this letter to Volunteers and Hampshire Hills if Volunteer provides email address**) and
 - **Remind** the volunteer to schedule an appointment **after** signing up with Hampshire Hills. (**So the Volunteer can complete the Town's portion of required paperwork, and receive an explanation of billing procedures. An appointment is necessary.**).
- **The Chair and/or Director is responsible for notifying HR and Finance** if the individual –
 - decides to resign from a Committee or
 - no longer serves the Town in a Volunteer capacity at minimum 6 hours per month

Volunteers:

Billing and Payments:

- Volunteers will be billed quarterly, in advance, for membership fees. Volunteers must remit payment for their quarterly membership timely. (Ex: April – June membership, the invoice will be billed in February, due by March 1, to cover the time frame April – June – See chart below)

Payment(s) / Qtr	Amount	Due and payable on or before	For
1st		December 1st	Jan - Mar
2nd		March 1st	Apr - Jun
3rd		Jun 1st	Jul - Sep
4th		September 1st	Oct - Dec

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Following suit quarterly thereafter

(NOTE: The foregoing rates are subject to Hampshire Hills' membership rate increases.)

- There will be **one (1)** contact made regarding a missed payment.
- If payment defaults beyond 1st day of the month of the quarter (Jan1 for Jan-Mar, Apr 1 for Apr-Jun, Jul 1 for Jul-Sep and Sep 1 for Oct-Dec) the membership through the Town's Corporate Plan will be canceled. What this means is Hampshire Hills will be notified of non-payment and that the individual is **no longer eligible for the Town's discount under the Town's Corporate Plan.**
- **IMPORTANT – Note: This does NOT cancel your membership with Hampshire Hill's.** You have signed a one year contract with Hampshire Hills and are responsible for contacting them yourself to make other arrangements regarding your contract. *Your rates may be subject to change if you are no longer covered under the Town's umbrella.*
- Hampshire Hills alone reserves the rights to change rates as they deem necessary. The Town will institute any rate changes as instructed by Hampshire Hills.

— Volunteer responsibilities are outlined on the next page.

Canceling Your Plan:

If you decide to stop/cancel your membership:

- Generally 30 days notice is requested, however, the Town can accommodate this request fairly easily with minimal notification. *Any balance due that had been paid to Hampshire Hills on your behalf will be due and payable at the time of cancellation.*
- Cancelling with the Town **does not affect your obligation to Hampshire Hills.** Again, the Town cannot cancel your Hampshire Hills membership for you. The contract you have signed is between you and Hampshire Hills. You need to speak with them directly. Hampshire Hills requires a 30 day notice to stop memberships. *The Town cannot change or alter your agreement with Hampshire Hills in any way.*

Rates Effective 2.1.2023 (subject to change)

	Milford Rate	Employees 20+ hrs/wk	Volunteers, Call Fire, Limited Part- time	
	Monthly	Bi-wkly	QRTL	Annual
Individual	\$70.50	\$35.25	\$211.50	\$846.00
IWC 5-12	\$90.75	\$45.37	\$272.25	\$1,089.00
IWC 13-22	\$111.00	\$55.50	\$333.00	\$1,332.00
Dual	\$111.00	\$55.50	\$333.00	\$1,332.00
Family	\$130.25	\$65.12	\$390.75	\$1,563.00

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Form - Volunteer Affidavit for Hampshire Hills Participation

Please return this form to HR



Today's Date:	Name of Volunteer:	Address:	Phone:
Volunteer Email Address (required):		Date Volunteering Began:	Date Volunteering Ended:

Please place X in box next to Committee the individual is volunteering for.

The above named individual is a volunteer with the Town of Milford and serves on the following Committee:

<input type="checkbox"/>	Board of Selectman	<input type="checkbox"/>	Budget Advisory Committee	<input type="checkbox"/>	Cemetery Trustees	<input type="checkbox"/>	Checklist Supervisors
<input type="checkbox"/>	CIP Citizens Advisory Committee	<input type="checkbox"/>	Conservation Commission	<input type="checkbox"/>	Economic Development Advisory Committee	<input type="checkbox"/>	Ethics Committee
<input type="checkbox"/>	Friends of the Library Committee	<input type="checkbox"/>	Granite Town Media Advisory Committee	<input type="checkbox"/>	Heritage Commission	<input type="checkbox"/>	Pipeline Task Force
<input type="checkbox"/>	Planning Board	<input type="checkbox"/>	Recreation Commission	<input type="checkbox"/>	Recycling / Solid Waste Committee	<input type="checkbox"/>	Traffic Safety Committee
<input type="checkbox"/>	Trustees of the Trust Funds	<input type="checkbox"/>	Trustees of the Wadleigh Memorial Library	<input type="checkbox"/>	Water & Wastewater Commissioners	<input type="checkbox"/>	West Milford Tax Increment Finance District Advisory Board
<input type="checkbox"/>	Zoning Board of Adjustment	<input type="checkbox"/>	Other (specify):				

As a Volunteer, I understand I am responsible for:

- Completing this form** and turning it into the Department Head or Chair.
- Contacting Finance** to get the letter verifying I am a volunteer in good standing. *(If the "Volunteer Affidavit" includes an email address, Finance can email the Volunteer and Hampshire Hills the letter required to sign up on the Town's Corporate Plan – no need to come to Town Hall.)*
- Contacting HR to schedule an appointment for completion of Town paperwork.** This includes a Promissory Note and/or Agreement reflecting repayment options with the Town of Milford should the account fall in arrears. *(Please bring your Hampshire Hills paperwork with you so we will know a) the plan, b) what has been paid to HH and c) when the Town will start collecting payment.)*

I understand that:

- Volunteers must be forthcoming regarding their contribution to the Town, or lack thereof, of hours that meet the criteria for participation in the Town of Milford's Hampshire Hills Corporate Plan.
- All changes to the plan are made directly with Hampshire Hills, who will then notify the Town.
- The Town cannot alter or change the contract I have signed with Hampshire Hills. This is the volunteers responsibility.
- IMPORTANT** - Initiating contact with Hampshire Hills and enrolling directly with Hampshire Hills **prior to contact with the Town's Human Resource Department, will be deemed to have enrolled as an independent party** and not as part of the Town of Milford's Hampshire Hills Corporate Plan. **This signed form and a letter of good standing must be on file.**

Volunteer Signature	Print name	Date
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As a Department Head or Chairperson, I verify:

- The above individual is a current volunteer for the Town of Milford and volunteers, on average, 6 hours per month over the course of a year.
- The above individual has resigned/discontinued active service to the Town of Milford.

Department Head or Chairperson Signature	Print Name	Date
<i>Requires Department Manager and/or Chairperson's Signature - Please return this form to Finance/HR</i>		