

Colchester Hayward Fire Company Guideline	Number SOG Assoc-1	Date Issued 8/27/2014
Authority: President Debra Marvin	Title: Associate Division Guideline	Date Revised 07/10/2025
Author: FF/EMT Rick Berkman	Reference: CHVFC Bylaws XXVII	

I. Scope of Guideline

This Standard Operating Guideline (SOG) complies with the Colchester Hayward Volunteer Fire Company (CHVFC) Bylaws that require an Associate Division Company Guideline. The Associate Division was created to provide a division of members who can assist the CHVFC in ways that do not involve emergency participation or qualifications.

II. Purpose of Guideline

The purpose of this SOG is to provide the requirements and benefits for those who want to support the CHVFC as Associate Members.

III. General

A. Requirements

1. Must be 18 years of age or older and shall not have a felony record confirmed by a background check.
2. Application for Associate Membership shall follow the normal CHVFC membership application process including a six month probationary period that is detailed in the Company Bylaws.
3. Members must complete a minimum of twenty (20) hours of service annually (January to December) to the CHVFC in areas including but not limited to those listed below to be credited for a year of service. Members who complete less than twenty (20) hours but a minimum of one (1) hour will be allowed to remain a member of the associate Division but will not be credited with any service time.
 - a. Fundraising (Fisherman's Breakfast, Mail-out, Christmas Tree Sales, Schuster Park. etc).
 - b. Work Parties (kitchen duties, station prep/cleanup for events, parade prep, etc)
 - c. Participation on committees to include serving as chairperson.
 - d. Administrative support such as photo archiving and computer skills.
4. Hours of service must be documented using the CHVFC "Associate members Activity Form". Members who do not achieve the minimum required participation may request verbally or in writing at the CHVFC's annual meeting on the second Thursday in January to continue as an Associate Member. As required by CHVFC Bylaws, a two-thirds vote will be required for approval.
5. Must comply with all Federal, State and Local laws, regulations, procedures and applicable CHVFC Bylaws and SOP's/SOG's.
6. Must attend the new members' orientation.

B. Benefits once voted in as a full Associate Member:

1. Key fob for building entry; other areas as needed.
2. Use of workout equipment with required documentation from member's personal physician.
3. Use of meeting room for personal events (must follow applicable rules).
4. Sign out of allowed CHVFC property
5. Allowed to ride on fire apparatus in non-emergency situations with Officer approval.
6. Participate in parades.
7. Display an Associate Member automobile CHVFC plate (when available).
8. Years of Service pin at five-year periods of service.
9. Attend CHVFC monthly membership meeting and social functions.
10. Eligible for the Exemplary Service Award.