

## Volunteer Reimbursement and Recognition Gifts

### Financial Reimbursements:

Reimbursement for volunteer activity is limited only to actual expenses incurred by the individual submitting a request. This means that every expense must be validated with an appropriate receipt or the actual kms from a person's home to the activity attending. Any variation to this must be pre-approved with exceptional rationale provided. Failure to submit receipts, mileage or have pre-approval will result in non-payment of the expense request.

Should an individual not wish to submit expenses, they are encouraged to do so and then donate those funds back to the activity where the expenses were incurred. A donation receipt will be provided to the individual and the activity will have a clear understanding of their expenses.

At no times will the costs of the following be reimbursed:

- Alcohol
- 407 or other toll highways
- Expenses not pre-approved
- Expenses that do not represent the true expense to an individual.

### Honorariums:

In March 2008 the Ontario Council passed the following motion:

*"In the past, some camp programs now under the OCA program and some unit combined camps that are not included in this program have included the payment of a flat fee of monies to volunteers at the end of their time at camp. Legal advice was sought and although there is no legislation that indicates we cannot do this, it is the opinion of legal counsel that there are risks associated to treating volunteer functions as a potential employee relationship.*

*The following motion was MOVED, SECONDED and CARRIED:*

*"that the practice of issuing honorariums for volunteer services is discontinued at camps operating under the coordinated summer camps effective immediately."*

*And*

*"that the practice of issuing honorariums for volunteer services for all other camp operations is discontinued effective September 1, 2008 if agreements have already been entered into prior to the date of this motion."*

*And*

*"that the practice of issuing honorariums for volunteer services for all other camp operations is discontinued effective immediately if agreements have not been entered into prior to the date of this motion."*

*It was noted that this decision does not negate the need to show appreciation for volunteer services. This practice should be retained through other methods."*

On January 14, 2013 this motion was revisited by the Ontario Council Executive and it was agreed that it remains relevant to the operations of the province and there would be no changes. In turn, the motion remains in effect for all activity, camp or otherwise, conducted by members of the organization.

**Gifts Instead of Expense Reimbursement:**

Gifts cannot be provided to anyone in lieu of an expense request. This includes the provision of gift cards, pre-paid credit cards, direct monetary contributions or an item of approximate value.

**Thank You Gifts:**

It is encouraged that volunteers are recognized for their contributions through the Girl Guides of Canada awards program. In some cases a small value gift may be more appropriate and non-monetary items may be presented as a thank you.

The following are not permitted:

- Gift cards that can be redeemed for product including gasoline.
- Pre-paid credit cards.
- Cash.
- Personal cheque that is then charged to the Guiding activity.

A gift is considered something appropriate to the task done and should not be in excess of a total of \$20 per gift per person per activity recognized. The discretion of appropriate type of gift and value for work done is at the discretion of the activity Chair. This should only be moved forward should the gifts be accounted for in the approved activity budget.