

## **TRIP/ACTIVITY LEADER REWARDS**

Established July 1997 – Revised January 2012 (Supersedes August 2009)

### ***Section 1: Definition Of Rewards***

(TL” will refer to Trip Leaders and/or Activity Leaders.) The TL reward is money to be given to the TL and any assistants for properly running a trip/activity (herein after referred to as “trip”) for which it is noted at the inception of the trip that a reward will be given.

Such TL reward shall not be considered a “promise to pay” by the Board to the TL. Such TL reward is in fact a reward and not a right. The reward is given to recognize a volunteer contribution of time and effort and is not compensation for doing a job.

Any TL or assistant who is receiving any form of non-CSC reward or compensation for the trip is disqualified from receiving the reward. No CSC member shall receive more than \$599 in total rewards within a single calendar year.

### ***Section 2: Function of rewards***

The function of this TL rewards policy is to provide incentives to encourage CSC members to volunteer to become TLs and to run their trips competently.

### ***Section 3: Administration of rewards***

The reward will be paid jointly to the TL(s) and they shall divide it as they wish. In their final financial report to the Board they shall state in writing and co-sign their agreement as to the per cent of the reward that each party shall receive. In the case where agreement can not be reached the Board shall intervene and rule as it decides is appropriate.

In the case of inappropriate conduct by the TL(s) the Board reserves the right, after discussion with those involved, to cancel all or part of the reward and to refund the non-paid portion of the reward money to the trip participants.

TLs shall accept all implementation decisions of the Board as final.

### ***Section 4: Qualification and selection of TLs***

All TLs must be approved by the Board. Any member of the CSC may volunteer to be a TL and will be approved by the Board if there is no reason to believe that the person is deficient in the skills and experience that are necessary to run a successful trip. The Board will select based on the club’s best interests when choosing from among multiple similarly qualified candidates. Special consideration will be given to those candidates who have previously given their volunteer efforts to the club by serving on the Board or as chairpersons. The Board might, if it decides that it is appropriate, select by a form of lottery. The Board secretary shall keep the records of the rewards as they are issued.

### ***Section 5: Operating guidelines for TLs***

The TL will be expected to attend the majority of the club meetings leading up to his or her trip, to take the initiative in promoting the trip, to submit to the Board a final financial report that gets approved by the Board, to adhere to the club By Laws and Policies, and to comply with requirements set by the Board.

## ***Section 6: Amount of the TL reward for each type of trip***

The reward will be the amount listed below, unless the board rules for a specific trip that it should be less. The TL reward shall also be limited to a maximum of \$15 per participant. However, the reward will not be greater than the individual participant cost for the Event, except if the following situation is met:

IF the calculated TL reward cost per participant, based on the Reward amounts listed below, meets the following criteria: a) less than 50 cents AND b) less than 3% of the Event cost, the TL reward may be doubled, NOT TO EXCEED a total reward of \$50. Also, if there is more than one TL, THEN this increased TL reward may be doubled again (to be awarded in a manner the TLs agree to). By way of example, if an event cost is \$20 and has 200 participants, the cost per participant would be 10 cents and 0.5% of the Event cost. Thus, the TL reward could be increased to \$40 for a single TL or \$80 TOTAL for multiple TLs.

- Week long trips (6+ nights) - \$500
- Sightseeing extensions on week long trips - \$100 Each (e.g., \$100 each for two extensions for a total of \$200)
- Overnight trips involving food purchase and preparation: \$65 plus \$65 per night (3 overnights = \$260; 5 overnights = \$390).
- Overnight trips not involving food purchase and preparation: \$55 plus \$35 per night (3 overnights = \$160; 5 overnights = \$230).
- Other Trips/Events – Trip/Event Cost (\$80 Maximum).

## ***Section 7: Source of the money for the TL reward***

The Board shall budget the reward into the trip/event cost. COMP money, if available, shall be used to cover any shortfall that might occur