

Leaders activity expenses - a proposal

Contents

Leaders activity expenses - a proposal	1
1 Scope:.....	2
2 Definitions:	2
2.1 Prime Leader	2
2.2 Assistants.....	2
2.2.1 Assistant leaders	2
2.2.2 Assistant adult or youth.....	2
2.3 Accompanying persons:	2
2.3.1 Accompanying Leader	2
2.3.2 Accompanying adult:	2
2.4 Programmed activity.....	2
2.5 Commercial Operations	2
2.6 Specialty food:.....	2
3 Principles:.....	3
4 Specifics:	3
4.1 Food (including drink)	3
4.2 Accommodation.....	3
4.3 Ratio of Leaders to youth.....	3
4.4 Commercial Activity costs:	3
4.5 Transport costs:.....	3
4.6 Additional expenses:.....	4
4.7 Training course expenses	4
4.8 Non-essential training	4
5 Other considerations	4
6 Next steps	4

1 Scope:

This policy relates to Warranted Leaders and other adults' expenses incurred whilst involved in or supporting a programmed activity with a number of youth members. Such expenses may be incurred before, during or after the activity.

It also relates to official Scouts NZ training courses including Adult only courses and Leaders assisting with Youth courses.

2 Definitions:

2.1 Prime Leader

The designated Leader who is responsible for the whole activity.

2.2 Assistants

2.2.1 Assistant leaders

A Leader accompanying the party to ensure that an appropriate ratio of leaders to youth is maintained, including minimum numbers for safety reasons;

or

a Leader with specific skills or resources for the purpose of the activity, for example, someone with a firearms licence.

2.2.2 Assistant adult or youth

Any unwarranted adult accompanying the party with a specific role, such as a helper for a disabled child. For the purposes of this policy, this may include an older responsible youth not a member of the section, for example a Venturer assisting with a Cub activity.

2.3 Accompanying persons:

2.3.1 Accompanying Leader

Any Leader accompanying the party without a specific role and not required to make up numbers.

2.3.2 Accompanying adult:

Any unwarranted adult accompanying the party without a specific role.

2.4 Programmed activity

Any activity organised by the Brooklyn Scout Group that is advertised as open without favour to all qualifying youth members of a section. -Qualifying youth membersø makes provision for restrictions such as a minimum skill level or age. For example, a tramp may be restricted to those Scouts who have previously been on some related activity and whose abilities are therefore known to the Activity Leader.

2.5 Commercial Operations

Any operation or facility provided for a charge to members of the public, including but not limited to entry cost, equipment hire, and accommodation, whether or not the operator is a for-profit organisation.

2.6 Specialty food:

Food and drink which is considered a luxury, of an expensive nature, or not ordinarily provided to youth members.

This specifically excludes standard fare provided to maintain a healthy diet, for example wholesome food for adults when the youth prefer fast-food products.

It also excludes special items purchased for dietary reasons, such as allergen free or vegetarian products.

3 Principles:

Programmed activities are expected to have a net zero cost to the group over the course of a year. This may mean that some activities costs exceed income, while others are under.

Also, Programmed activities are run solely for the benefit of the youth. This would exclude activities organised by a Leader inviting youth along in order to spread costs.

Prime Leaders and Assistants should not be out of pocket for running an activity for the benefit of youth members. However, everyone should pay for their food.

All Leaders and adult expenses should be reasonable and restrained to keep the cost to youth members and/or the group affordable.

Expenses which the Leader would incur ordinarily when not acting as a leader will not be reimbursed.

The Prime Leader and Assistants' expenses subject to the above will be factored into the cost of the activity for youth members. Accompanying persons will bear a full share of costs.

4 Specifics:

4.1 Food (including drink)

For activities where communal food is provided, all adults will pay a proportional share.

If certain items are required for dietary reasons, either by an adult or a youth member, these shall be included in the communal food cost.

Any speciality foods purchased for other than dietary reasons shall be offered to all members of the activity; otherwise the cost will be borne by the purchaser. Where that food is only suitable for adults, the youth shall not contribute.

4.2 Accommodation

Accommodation costs for the Prime Leader and Assistants of an activity will be spread across the other members of the party. Nevertheless, they may choose at their sole discretion to contribute to those costs.

Accompanying persons are expected to pay a full proportional share of accommodation costs.

Alternative for debate:

All members of the party shall share accommodation costs equally.

4.3 Ratio of Leaders to youth

It is the Prime Leader's responsibility to determine the number of Assistants for the activity, and consequently determine those others who are simply accompanying the activity.

4.4 Commercial Activity costs:

Costs for entry and equipment hire to commercial operations will be reimbursed if the adult is specifically required to take part in the activity. If participation is optional, the adults will incur their own costs.

4.5 Transport costs:

All members of the party not driving a vehicle or making their own way to an activity will be expected to contribute to a pool to reimburse vehicle mileage expenses. This includes family members of the drivers.

The pool will be distributed to the drivers dependent upon the type of vehicle.

There will be a standard scale of charges established, which will be reviewed at least annually.

Where bulky equipment for the purpose of the activity is to be carried either in a vehicle or a trailer, the driver of the vehicle may be compensated over and above the standard rate.

Drivers will be responsible for all maintenance and running costs of their vehicles other than mileage, whether or not caused by themselves or another person. If a vehicle is damaged, the driver is responsible for recovering the costs where appropriate.

4.6 Additional expenses:

Where specific expenditure for expendable items other than the above is required for an activity, the costs shall be apportioned across all participating members of the party including Leaders and Assistants. For example, rifle ammunition.

4.7 Training course expenses

Adult Leader training shall be fully funded by the Group where such training is directly related to the role of the Leader. This includes adults who are applying for warrants to become Leaders, where the training is required for the purposes of securing the warrant.

Leaders are also encouraged to progress through higher levels of Scouts NZ Leader Personal Development training. All such training will be fully subsidised.

Training provided by external organisations for specific attributes required for the Leaders' role shall be fully funded. This includes initial and refresher training.

First Aid training is a required attribute for all Leaders. Initial and Refresher course costs will be fully subsidised.

Leaders attending youth training courses as assistants shall be fully funded by the Group.

Addendum:

Leader training support is in principle, subject to appropriate Committee approval and availability of funds.

4.8 Non-essential training

Leaders intending to attend training courses outside of the above must submit a detailed case for a subsidy to the Committee for approval, unless the cost is within the Group Leader's delegated powers. There is no expectation that the whole cost must be subsidised. An example of such a course might be a Campfire Chief course.

5 Other considerations

Nothing in this policy shall imply that a Leader must in all cases be reimbursed, if the Leader concerned does not so wish.

A development plan for Leader training is to be created by the Group Leader and included in the Group budget.

All expenditure above the Group Leader's delegation except Programmed activities which are self-funding must be submitted to the Committee for approval prior to being incurred. The Group Leader must approve expenditure within delegation in writing prior to being incurred.

All expenses must be itemised on an Activity Accounting Form which must be submitted to the Treasurer, even when there is opportunity for them to be offset by activity fees. In such cases, there would be line items for both the income and expenditure.

All expenses must be evidenced with receipts.

All expenses including Programmed activities must be guided by the Group budget.

6 Next steps

The Committee passed the following resolution at the November 2012 meeting:

Res 12/53 - THAT the Leaders Expenditure Policy be adopted as a set of guidelines subject to the amendment that Leader Training support was "in principle, subject to appropriate committee approvals and funds availability".