

## I. PURPOSE

The purpose of this policy is to outline the guidelines surrounding individual fundraising for travelling overseas to volunteer at a Hope for the Nations (HOPE) approved project.

## II. SCOPE

This policy applies to all individuals who are raising funds to travel overseas to volunteer.

## III. POLICY

HOPE does not reimburse short term volunteers.

HOPE is able to facilitate deputized fundraising if a volunteer wishes to raise support for a project and be reimbursed in whole, or in part for reasonable expenses.

Should a volunteer only raise enough funds to cover part of the trip, but still wishes to travel, the remaining funds would need to come from the volunteer personally.

If the volunteer is unable to raise enough funds to go on the trip, all funds remain as a donation to the project and cannot be refunded under any condition.

HOPE does not allocate any other funds for reimbursement.

If a volunteer chooses to deputize fundraise, the volunteer application fee will be waived and our standard 15% administration fee will apply to all donations made.

HOPE requires that a detailed field report and photos be provided within two weeks of return. This is required prior to reimbursement.

Approval Date
April 23, 2018
Approved By
Hope for the Nations Board of Directors



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## WHAT IS DEPUTIZED FUNDRAISING?

Deputized fundraising is when a volunteer is able to actively raise funds for a Hope for the Nations (HOPE) *approved* project that they have been *invited and approved by HOPE* to serve at. It is important that the volunteer *not* use personalized language such as "raising my own support" but rather reference the project they will be visiting.

All donations received by way of deputized fundraising are for the charity (HOPE) to disburse. Please note that the only funds available to reimburse trip expenses will be funds that are raised by the volunteer through deputized fundraising for the project.

## WHO CAN PARTICIPATE IN DEPUTIZE FUNDRAISING?

A volunteer who has been approved by HOPE to visit one of our projects is eligible to deputize fundraise and receive reimbursement for reasonable expenses incurred by the trip. A HOPE approved volunteer has:

- Submitted an application form, confidentiality agreement, liability and medical release
- Completed a criminal record check

## IMPORTANT DETAILS

- A volunteer, family member, or friend can make a donation to the project and receive a tax receipt.
- It is from these raised funds that HOPE can reimburse a volunteer for reasonable expenses incurred by the trip.
- Reasonable expenses include travel, accommodation, and food (e.g. flying economy, staying with the team or at project accommodations).
- All funds raised for the project belong to HOPE and will be used for the project's purposes, whether or not the volunteer ends up going (the beneficiary of the funds are the people being served by the project).
- All donations are subject to a 15% administration fee (in which case the volunteer application fee will be waived).
- It is expected that a volunteer spends at least 80% of their time carrying out the project's activities to be considered for reimbursement.
- HOPE can reimburse up to the amount of deputized funds that the volunteer raises.
- A volunteer can check-in with the office prior to travel for an update on amount raised.
- In order to process reimbursement, the HOPE office must receive:
  - A detailed field report and photos within two weeks of return



## VOLUNTEER FUNDRAISING AND REIMBURSEMENT PROCEDURE

- o A list of reasonable expenses with accompanying receipts. In situations where a receipt may not be made available (i.e. roadside vendor), we recommend carrying a receipt book to record payment with a signature.
- o Boarding passes. Proof of travel is required to reimburse transportation expenses.

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