



CORK VOLUNTEER SUPPORT

The CORK Board has approved volunteer reimbursement guidelines for out-of-pocket expenses for volunteers assigned to CORK 2022 events. CORK volunteers register to volunteer by signing up online. Volunteers who are assigned to events will receive an email confirming the event and dates for volunteering. Assigned volunteers may submit a volunteer support form, with receipts as required, for reimbursement of expenses as per guidelines outlined below. Please note that all claims must be submitted within 14 days of the last day of the event. Please contact the CORK Office if you have questions about these guidelines.

Name _____

Address _____

City _____ Postal Code _____ Country _____

Phone: _____ E-mail _____

Event(s) _____ Volunteer Position: _____

Dates; from _____ to _____

Accommodation expenses for volunteers that are eligible to claim as outlined above:

- Unless CORK is providing accommodation, accommodation expenses up to \$ 62.00 plus HST and 3% Destination Marketing Fee (DMF) equaling \$72.16 taxes included per night (June, July and August events) or \$ 130.00 per night (September events) will be reimbursed. Receipts detailing cost and HST of accommodation and showing payment are required.
- Volunteers staying in private, non-commercial accommodation may claim up to \$ 20.00 per night – no receipts are required.

Travel expenses:

Support is limited to volunteers living more than 30 km from POH. Travel expenses up to a maximum of \$ 300 may be claimed as detailed below:

- Travel by car may be claimed at \$0.40/km (\$ 0.50/km when towing a boat), gas receipts are requested.
- Travel by train or bus – economy class travel
- Cost in excess of \$ 300 per trip or travel by Air must be pre-approved by two members of the CORK Executive Committee. Requests to be submitted to: sail@cork.org

Travel by vehicle _____ km.	Total gas receipts \$ _____	\$ _____
Other method of travel _____		\$ _____
Accommodation _____		\$ _____
	TOTAL	\$ _____

Date submitted

Signature of Volunteer

SUBMIT TO: CORK/Sail Kingston, 53 Yonge Street, Kingston, ON, K7M 6G4 Tel: 613 5451322 Email: sail@cork.org

Volunteers who wish to donate all or part of their **reimbursed** expenses to CORK/Sail Kingston may receive a tax receipt for the amount donated. Contact the office for more information. Tel: 613 545 1322 or email sail@cork.org