



2023 CORK VOLUNTEER SUPPORT FORM

UPDATED: FEBRUARY 24, 2023

The CORK Board has approved volunteer reimbursement guidelines for out-of-pocket expenses for volunteers assigned to CORK 2023 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.

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

- Unless CORK is providing accommodation, accommodation expenses up to the single rate at St. Lawrence College of \$67.00 plus HST and 3% Destination Marketing Fee (DMF) equaling \$77.72 taxes included per night during June, July, and August, will be reimbursed.
- Fall rates of up to \$150.00 inclusive of HST and DMF 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.
- Accommodation expenses will be paid for the number of race days at an event (arrive the night before, leave the evening the event finishes).

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 with completed pre-approval form.

NOTE: Volunteers residing outside of Canada will be asked to provide bank details in order to complete reimbursement by way of wire transfer.

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



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LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____

CITY: _____ PROVINCE/STATE: _____ COUNTRY: _____

POSTAL / ZIP CODE: _____ PHONE: _____

EMAIL (USED FOR E-TRANSFER): _____

EVENT(S) WORKED: _____

VOLUNTEER POSITION: ☐ Race Committee ☐ Safety ☐ Site
☐ Jury ☐ COMMS ☐ Registration ☐ Scoring ☐ Event Chair

ACCOMMODATION DETAILS:

CHECK IN DATE: _____ CHECK OUT DATE: _____

TOTAL SUMMER NIGHTS: _____ X \$77.72 = \$ _____

TOTAL FALL NIGHTS: _____ X \$TBD = \$ _____

TRAVEL DETAILS:

MILEAGE - TOTAL KM: _____ X \$0.40/KM = \$ _____

or

GAS RECEIPTS (please attach receipt): \$ _____

or

TRAIN - ECONOMY RATE (please attach receipt): \$ _____

LUNCH PER-DIEM:

TOTAL DAYS VOLUNTEERING: _____ X \$15/DAY = \$ _____

TOTAL = \$ _____

Date submitted

Signature of Volunteer