



4-H Ontario Policy Manual

4.2.5 COUNCIL & FOUNDATION OPERATIONS

Section 4.2 – 4-H Operating Policies & Procedures

Revised: January 18, 2020

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POLICY	DATE PASSED, AMENDED OR REVIEWED
<p>O-CF-01 – Expenses <i>(Updated: January 18, 2020)</i></p> <p>According to the repayment of travel expense procedures, the Ontario 4-H Council covers the travel costs of the voting delegate or the designate proxy delegate from each 4-H Association to attend the Conference and Annual Meeting (CAM).</p> <p>An Association Representative activity is one that is initiated, administered, planned by and remains the responsibility of the Ontario 4-H Council for the purpose of conducting business of 4-H Ontario, including the Ontario 4-H Council and the Ontario 4-H Foundation. In order to make it possible for local 4-H Associations to have representation at these Director/ Association Representative activities on an equal basis, the Ontario 4-H Council offers to assist with travel expenses.</p> <p><u>In all cases</u>, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1st class or business class).</p> <p>Association Representative Travel Reimbursement</p> <p>4-H Associations may send additional participants to the Conference and Annual General Meeting (CAM) provided space is available. The Ontario 4-H Council office will maintain a list of names in order of receipt of a completed application and payment and will notify people on a first-come-first-served basis, as space is or becomes available. Payment of the cost of registration must be made in advance of the conference by all delegates.</p> <p>Travel expenses will only be reimbursed for Association Representatives or their designated alternate.</p> <p>A mileage allowance at the rate of \$0.45/km, on a two-way basis. This allowance will be paid to the driver only.</p> <p>The first \$50 of travel expenses related to participation in 4-H opportunities will be at the expense of the participant.</p> <p><u>Receipts are required</u> for rail, bus, airfare (boarding passes) and overnight accommodation. In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1stclass or business class, carpool where possible). Where alternative modes of travel exist, expense reimbursement will be based on the most economical means of transportation (i.e. in the case of mileage allowance vs airfare – reimbursement will be paid based on the least cost option regardless of the mode of travel selected).</p> <p>Meals, while travelling, are not covered. Taxi fares are not covered.</p> <p>Refunds will be governed by standard Council policy.</p> <p>Association Representatives eligible to claim travel expenses must submit these expenses on the expense statement to the 4-H Ontario office within thirty (30) days of the expenditure.</p>	<p>1998/ 2003 /2008/ 2014/ 2020</p>



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<p>Director and/or Trustee Travel Reimbursement</p> <p>A Director/ Trustee activity is one that is initiated, administered, planned by and remain the responsibility of the Ontario 4-H Council and/or Ontario 4-H Foundation for the purposes of conducting business of 4-H Ontario, including the Ontario 4-H Council and the Ontario 4-H Foundation. In order to make it possible for local 4-H Associations to have representation at these Director/ Trustee activities on an equal basis, the Ontario 4-H Council and/or Ontario 4-H Foundation offers to pay the following travel expenses related to these activities:</p> <ul style="list-style-type: none"> • Return rail, bus or airfare from your home to the activity in the most economical method. • Directors/ Trustees are encouraged to book at least one month in advance in order to obtain reduced rates. Participants who book less than one month prior to an event and pay the higher fare (greater than 1 month booking or seat sale fare) will be expected to pay the difference. • A mileage allowance at the rate of \$0.45/km, on a two-way basis. This allowance will be paid to the driver only. • Overnight accommodations may be reimbursed if travelling beyond 300 kms. to an activity. Participants travelling overnight on a train can have the cost of a berth paid. <p>Receipts are required for rail, bus, airfare (boarding passes) and overnight accommodation. In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1stclass or business class, carpool where possible). Where alternative modes of travel exist, expense reimbursement will be based on the most economical means of transportation (i.e. in the case of mileage allowance vs airfare – reimbursement will be paid based on the least cost option regardless of the mode of travel selected).</p> <p>Meals, while travelling, are not covered. Taxi fares are not covered.</p> <p>In all cases, it is expected that the most economical means of transportation will be taken (i.e., coach rate versus 1st class or business class).</p>	
<p>O-CF-02 – Memorandum of Understanding (MOU) (Procedures of Adherence under development) <i>(Amended: February 15, 2014)</i></p> <p>All non 4-H organizations who wish to have an event sanctioned as a 4-H Ontario Event are required to enter into a Memorandum of Understanding (MOU) with the Ontario 4-H Council (Council). The non 4-H organization is required to enter into a “Letter of Agreement” verifying that the event complies with 4-H program guidelines and will meet the procedures outlined.</p> <p>Staff, on behalf of Council, will enter into the MOU on behalf of 4-H Ontario. Council reserves the right to revoke the MOU if guidelines and procedures are not adhered to, as outlined below:</p> <p>The 4-H name shall not be connected with any event that fails to meet the guidelines in the MOU that outlines 4-H Ontario’s requirements for the event.</p> <p>Definitions</p> <p>Ontario 4-H Event: any events with a regional or provincial focus, open to 4-H members, and organized and administered by a 3rd party.</p>	<p>2000/ 2008/ 2012/ 2014</p>



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<p>Provided all 4-H name, logo and trademark usage requirements are met, a MOU / Letter of Agreement has been negotiated, and all 4-H Ontario policies are adhered to, these events may use the 4-H name.</p> <p>Canadian 4-H Event: any 4-H event held in Ontario with a national focus must have a MOU with the Canadian 4-H Council. An MOU with the Ontario 4-H Council is not required.</p> <p><u>Guidelines for an Ontario 4-H Event:</u></p> <p>The event is open to all bonafide 4-H members enrolled in a 4-H project(s) and the event may be made available to all county, district and regions at the discretion of the non 4-H organization event coordinator.</p> <p>The event will be organized and administered by the non 4-H organization.</p> <p>4-H Ontario policies and procedures will be shared with the non 4-H organization to share information and build awareness.</p> <p>Specifically:</p> <ul style="list-style-type: none"> • Health & Safety Policies (O-HS-01 Drugs & Alcohol Policy, O-HS-05 – Accessibility for Persons with Disabilities) • Participant Agreement Form #6.8 (Code of Conduct) • The event may use the 4-H name, logo and trademark in the event title, promotional material, etc., and must follow the logo usage requirements. • The event must provide a certificate of insurance and shall name the Ontario 4-H Council and Ontario 4-H Foundation to the Commercial General Liability Insurance policy as an additional insured. The named insured should carry a limit <u>no less than \$2,000,000</u> per occurrence. In the event Commercial General Liability Insurance is cancelled, a minimum of 15 days' notice must be provided to 4-H Ontario. • The event organizers must ensure that the provincial 4-H member / project enrollment requirements are met by respective applicants. • The event organizers will be required to complete a Letter of Agreement and detailed description of event and forward it to the 4-H Ontario office. A final short report is to be completed following the event. <p><u>Procedures</u></p> <ul style="list-style-type: none"> • The event organizers will be required to verify with each 4-H association that the 4-H applicant(s) and 4-H projects (livestock, crops, etc.,) are a bonafide 4-H member and / or bonfide 4-H project(s). • The event organizers will ensure the 4-H name; logo and trademark are used correctly. • The event organizers will attach the Certificate of Insurance to the Letter of Agreement naming, as an additional insured, the Ontario 4-H Council <p>Direct request for more information on the Memorandum of Understanding are to be forwarded to: Senior Manager, Programming <i>email: programming@4-hontario.ca</i></p>	
<p>O-CF-03 – Mailing Lists</p> <p>The names of 4-H participants will not be released to any 3rd party without written permission of the participant</p> <p>Staff will be responsible for management of mailing lists of 4-H participants and alumni.</p>	<p>1990/ 2008/ 2012 / 2016</p>



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<p>3rd party mailings can potentially be arranged with Staff if there is a direct benefit to 4-H participants.</p> <p>Mailing List Process</p> <p>Mailing lists, including email addresses, will not be released to companies wishing to develop contacts re promotional sales.</p> <p>4-H Ontario prints and affixes mailing labels to pre-packaged information mailings provided by related organizations and businesses and then distributes them to 4-H members and volunteers on the partner’s behalf.</p> <p>If a company or organization requests a mailing be directly mailed or included in a 4-H newsletter, the company will be required to provide sufficient copies of their advertisement and/or cover the cost of mailing or advertisement space. The company will complete an agreement regarding the financial return to Council and any other parties.</p>	
<p>O-CF-04 – Gift In Kind</p> <p>The Ontario 4-H Council and Ontario 4-H Foundation will accept donations in kind in accordance with Canada Revenue Agency Policies.</p>	<p>1995/ 2008/ 2012 / 2016</p>
<p>O-CF-05 – Fundraising</p> <p>When the Ontario 4-H Council informs 4-H clubs and 4-H Associations of the availability of fundraising ideas no endorsement of products is suggested.</p>	<p>1990/ 2008 / 2016</p>
<p>O-CF-06 – Advertising</p> <p>The Ontario 4-H Council and the Ontario 4-H Foundation may accept advertising proposals (including co-marketing, fundraising initiatives, discount programs) from companies and /or organization that align with the goals and values of the 4-H Ontario program. A Memorandum of Understanding must be completed, including the financial return to 4-H and any other parties.</p> <p>Decisions regarding which advertising proposals to accept will be based on the goals and values of the 4-H Ontario program.</p> <p>If any company or organization requests information be directly mailed or included with a standing 4-H mailing (once approved), the advertiser will be required to provide sufficient copies of their advertisement and cover any mailing costs attributable to their mailing.</p>	<p>1997/ 2000/ 2008/ 2012 / 2016</p>
<p>O-CF-07 - Procurement of 3rd Party Liability; Directors & Officers Liability and Travel Accident Insurance</p> <p><i>(Amended: January 19, 2019)</i></p> <p>4-H Ontario will purchase 3rd Party Liability, Directors & Officers and Travel Accident Insurance, for all 4-H Ontario participants.</p> <p>Incident Reporting Process</p> <p>If you are involved in any 4-H incident, a detailed report using 4-H Ontario Incident Report (Form# 6.10) must be filed immediately with 4-H Ontario Office Administrator via</p>	<p>2000/ 2008/ 2012/ 2014/ 2019</p>



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<p>email: office@4-hontario.ca.</p> <p>The report should include a description of the incident (include date, times, etc.), names of people involved or in attendance and an assessment of damages.</p> <p>The report should be filed whether or not there is any indication that a liability claim may be made.</p> <p>A participant in the 4-H Ontario program shall not discuss liability, assume any responsibility with either a 3rd party or a 3rd party's representative, or sign any documents, unless authorized in writing by a solicitor representing 4-H Ontario interests.</p>	
<p>O-CF-08 – Gift Acceptance Policy</p> <p><u>Gifts Requiring Board Approval</u></p> <p>The following gifts must be reviewed and approved by a Board of Directors:</p> <ul style="list-style-type: none"> • gifts of personal property; • gifts of property whose value is not readily ascertainable, such as private corporation shares; • gifts of real estate; • gifts of residuary interests, and • request to return a gift. <p>Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal secured by the donor. 4-H Ontario reserves the right to obtain its own appraisal for gifts.</p> <p><u>Gifts Not Accepted</u></p> <p>4-H Ontario reserves the right to decline a gift based upon the following factors, and any other factors determined by one of its Board of Directors from time to time:</p> <ul style="list-style-type: none"> • congruity with 4-H Ontario's Ends Statement; • possible controversy into which 4-H Ontario may be drawn; • conditions or limitations that a donor seeks to impose; • cost of 4-H Ontario ownership for administration and management; • compliance with laws; and • other risks to 4-H Ontario. <p>Should the Ontario 4-H Council and Ontario 4-H Foundation cease to exist or become incapable of administering a fund to fulfill a donor's purpose, both boards shall employ their best possible efforts to ensure continued application of the moneys to the purpose originally contemplated by the donor.</p>	<p>2017</p>