

REIMBURSEMENT/EXPENSE POLICY FOR FSI RESOURCE PARENT / RESOURCE FAMILY MEMBER (RPP/RFM) VOLUNTEERS

Reimbursement for RP/RFM Volunteers when doing FSI related work

FSI is committed to supporting our volunteers in any way we can. We never want roles we ask you to take on, to cost you anything. Volunteering should not be at an expense to you. As a volunteer organization we cannot pay for your time for things like family support calls, face to face meetings with families, committee meetings or information sessions about who FSI is in your community. We CAN reimburse you for your expenses (unless you are delivering one of FSI's formal workshops requested by a host organization and then your honorarium will be discussed when we call and ask you to present).

We can reimburse reasonable expenses that you incur when doing work for FSI.

See below for details of expenses FSI will reimburse on presentation of receipts:

- Mileage expense - paid at \$.50 cents per kilometer (if you have to drive to a city outside of your own) OR gas expense. We will only pay for gas expense if your trip is over 200 km.
- Parking expenses - while you are attending something on behalf of FSI.
- Meal costs - per diem rate for a meal to cover the cost of your food (Breakfast \$14 - Lunch \$20 – Dinner \$25) if you attend an event/meeting during mealtimes for which the meeting does not provide food.
- Long distance call charges - for any long distance calls we ask you to make on your home telephone – submit your bill with calls highlighted.
- Bridge tolls - if you are required to drive over a toll bridge to attend something on behalf of FSI.
- Coffee expenses - if we ask you to meet someone for family support and you both decide to go for coffee – we can pay for your coffee and the family you are supporting. Submit receipts.

RP/RFM Gatherings or Group Events involving other community members

RPs/RFMs are encouraged to gather and network in their communities. These events can be informal discussions to exchange ideas and information or can be more formal meetings where parents / family members from the broader community are invited. The Family Support Institute can reimburse RP/RFM meal costs up to a maximum of the following daily rates: breakfast: \$14, lunch \$20 and dinner \$25 for gatherings that take place over meals. A larger group event can also be planned with speakers and food costs for the gathering. There is flexibility in the funding arrangements to accommodate any ideas that RPs/RFMs have to bring together families in the region. Please check with the office first before planning any RP/RFM gatherings, family group events or workshops so we can develop and pre-approve a budget.

\$150 per year bursary for Workshops, Conferences or Course

An additional source of funding for RPs/RFM's is the Bjarnason Fund which is a fund that originated with a \$5000.00 donation from the Bjarnason family. The interest that has accumulated and continues to accumulate on this fund can be spent to enable RPs/RFM's to attend a course, conference or workshop. The amount of the reimbursement is up to \$150 per year. RPs/RFM's are encouraged to use these funds to support their work with other families and their role as parents / family members.

We want to make sure that you feel supported by FSI and that volunteering for us is not at an expense to you. We have RP/RFM expense claim forms. Contact the office (via email fsi@fsibc.com or call 604-540-8374) and ask for a copy or access it online in the secure RP/RFM log in area on the FSI website.



Thank you!





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