

MEV POLICY - ORG 001

Manchester Event Volunteers	Volunteer Services
Policy Number	ORG 001
Policy Title	Volunteer Expenses

POLICY DESCRIPTION

With effect from 9th April 2008

- All volunteer staff must receive out of pocket expenses.
- All volunteer staff must be made aware that they are entitled to out of pocket expenses.
- All Event Organisers, volunteer managers, supervisors and team leaders must be made aware that they must provide expenses if they are to work with MEV volunteers.
- MEV will be responsible for informing Host Organisations of their responsibilities regarding out of pocket expenses
- MEV will not be responsible for providing out of pocket expenses, unless prior agreement has been made with the Host Organisation.

POLICY IMPLEMENTATION

Good Practice Policy dictates that volunteers should not incur costs. When working with MEV volunteers you should offer to pay all volunteers out of pocket expenses for costs incurred while volunteering. Otherwise those people who cannot afford to participate will be denied certain opportunities.

MEV guidelines state that expenses can be paid for the following:

- Bus and Train travel expenses. You must take into account and include reasonable adjustments for people with disabilities (i.e. taxis or alternative transport).
- Costs of petrol used in the course of volunteering (MEV suggests a mileage rate of 15p-25p per mile, depending on fluctuating cost of petrol prices).
- Meals, meal allowance and refreshments (usually if volunteering for over a minimum agreed period. This equates to ONE meal for 4 or more hours of volunteering. TWO meals for 8 or more hours).
- Postage and telephone costs (if working from home).
- Protective clothing or essential equipment (if required).

Organisations should only pay volunteers actual out of pocket expenses and preferably not fixed amounts per session or lump sums. Paying more than actual out of pocket expenses can cause two main problems:

- Volunteers may be penalised by the Benefits Agency or may be liable to taxation.
- It increases the possibility of organisations being classed as employers and therefore responsible for complying with statutory obligations.

Many volunteers are unemployed and use volunteering for a number of reasons. These could be, as a means of gaining valuable work experience, for charitable reasons, interacting with society or purely to help your organisation. However, due to financial constraints, not everyone can afford to pay to attend your events. This is why MEV has introduced this policy.

If you cannot pay basic out of pocket expense MEV may not be able to provide you with volunteers.

EXCLUSIONS

- There may be some exclusions and these will be discussed on a case-by-case basis.
- If expenses cannot be provided this will be advertised beforehand to ensure that volunteers can choose if they can take part.