



Out & Out Club Subsidy Policy

Background

The Subsidy Fund was established in 1994 and maintains a long-standing commitment to assist those experiencing financial hardship in becoming a member and participating in club activities. The fund is largely fuelled by the generous donations of members who are committed to fostering a strong and supportive community.

General Eligibility

Subsidies are intended to help with the costs associated with membership and attending club activities for those who are experiencing hardship who would not otherwise have the financial means to participate.

- Subsidies are generally limited to members whose after-tax income is less than \$30,000 per year.
- Members meeting this income threshold who have liquid financial assets (e.g. savings, stocks, bonds or cash equivalents) may not be considered for a subsidy.
- In exceptional cases, members exceeding this income threshold who have significant expenses, such as un-reimbursed medical expenses, may be considered for a subsidy at the discretion of the Subsidy Committee.
- For club activity subsidies, the applicant's membership must be valid through to the end of the activity.
- A member's voluntary contribution to the Club may be considered when evaluating a subsidy application.
- The Subsidy Committee may consider such factors as to whether the applicant has previously received subsidies
- Separate applications must be submitted for each subsidy request.

Subsidy Awards

- Subsidy awards are subject to the availability of subsidy funds.
- The Subsidy Committee may change subsidy amounts and percentages based on the number of requests received or expected, relative to the availability of funds, either on an individual case-by-case basis or across the board.
- Membership subsidies are available for up to 50% of the annual membership fee.
- Activity subsidies, including Jamboree, are available to cover up to 66% of the activity. Only activities with a cost of \$100 or more are eligible.
- The maximum annual subsidy per person is equal to 66% of the full cost of Jamboree for that year.
- Membership subsidy approvals are valid for 60 days from the date the applicant is notified of their subsidy approval. They must make the required payment and sign the waiver within those 60 days.
- Decisions by the Subsidy Committee are final.



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Additional Information

- The Subsidy Committee may require financial information from applicants at their discretion.
- Proof of income can be required in cases where allegations of abuse of the Subsidy program have been made, or where the Subsidy Committee determines that verification is appropriate.
- Such proof can consist of a 'Proof of Income Statement' from the Canada Revenue Agency or other documents such as, pay stubs, bank statements, etc.

Privacy and Record Keeping

Respecting applicants' privacy and maintaining confidentiality of all personal information are indispensable requirements governing all aspects of the Subsidy program.

- Information regarding subsidy applicants will be limited to those involved in administering the subsidy application process. Only Board members engaged with the Subsidy Committee will be involved in reviewing applications.
- Subsidy application forms will be destroyed immediately after the completion of the Subsidy Committee's annual term or after the resolution of the application, whichever occurs later.
- Members should be instructed to provide personal information only on the actual subsidy application form. Email correspondence between members and the Subsidy Committee may be retained indefinitely.
- A record of recipient names and subsidy amounts will be included in the Club's financial records and may be retained indefinitely.

Revisions to Policy

Subsidy policies, procedures and criteria will be reviewed periodically to ensure that they adequately reflect both the spirit and the letter of the Subsidy program.

The preceding policies are intentionally broad, and mandate additional Subsidy Committee discretion in the review and prioritization of subsidy applications in the face of limited funds, as well as in the setting of amounts, percentages and limits. Version & Document Control

This section records each update made the policy. Whenever changes are made, add a line to Version Control table, update the approved date and version in the header and update accordingly.

File Management Notes

- Ensure the updated policy is stored in the Club's cloud storage, and that an up-to-date .pdf file is added to the Club's website.
- It is also a best practice to make an announcement to inform members that the policy has been updated.
- The old version of the policy can be renamed with the word "old" added to the end of the name and moved to an archive folder in the Club's cloud storage.



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Document Control	
Version:	2.1
Board Approved on:	July 9, 2024
Effective Date	July 9, 2024
Superseded Version:	2.0

Version History		
Version #	Approved On	Change Summary
0.1	March 2012	
1.0	Nov 9, 2021	<ul style="list-style-type: none"> Revised policy to include information from all sources, with regards to subsidies. The maximum subsidy amount is mentioned in the sidebar of the newsletter. It was raised from \$400 to \$450. Total income was raised from \$25,000 to \$30,000. These numbers should be re-evaluated each year. The waiving of membership fee is referenced on the Jamboree application form. The percentage request and limitations are part of the text on the subsidy request form.
2.0	May 14, 2024	Full revision to the policy to add membership subsidies, streamline and consolidate Jamboree and other activity subsidies, and provide a framework for how the Subsidy Committee is to assess applicants. Changes fixed dollar amount to percentage based on that year's Jamboree registration costs.
2.1	July 9, 2024	Minor updates to enhance and improve the policy. These include general eligibility guidelines, assessment criteria, and management of the subsidy funds.
2.1	July 8, 2025	Minor updates to clarify wording and fix typos. Reorganized points in Eligibility and Awards section. No policy changes.