



Loving Arms Charitable Corporation
228 Chartwell Rd
Oakville ON L6J 3Z8
www.lovingarms.ca
lovingarms@me.com
Phone: 289.273.6336; Cell:
416.529.3367
Registration #83310 4359 RR0001

Vacation Policy

All those who are interested in going to Guatemala are encouraged to participate on one of our teams. This is optimal because it provides the volunteer with a team/community experience, including appropriate training, and enables them to participate directly in various aspects of our organization. The Board of Directors of Loving Arms strongly recommends that all volunteers travel/stay within the team dates. They recognize that this may cause some disagreement with volunteers and are willing to listen to each volunteer on a case-by-case basis.

This policy applies to volunteers who wish to incorporate a personal vacation into their volunteer team trip.

Due to the requirements of the Canada Revenue Agency these modified trip plans may impact the amount of the tax receipt issued. Each case will be individually assessed in communication with the President and/or the Board of Loving Arms.

Loving Arms respects people's decisions to add a day or 2 to their trip in order to relax before returning home. Loving Arms will endeavour to accommodate the flight dates and times when booking. However all other travel plans will be the sole responsibility of the volunteer.

When assessing the feasibility of vacation travel plans, the following considerations should be made:

- i.** Finances – all additional expenses incurred by vacation travel plans are the responsibility of the volunteer. This includes transportation, food, accommodation, etc. These expenses will not be included in their tax receipt for trip donation.
- ii.** Travel Arrangements – any special flight arrangements must be communicated with the President/ Board of Loving Arms well in advance of ticket booking. The volunteer, in advance of the trip, will pay for additional costs associated with flight changes.
- iii.** Personal Responsibility - the volunteer must waive Loving Arms of all responsibility for their health and safety during their personal travel time. Please refer to vacation release Form The person involved in this vacation time recognizes and admits that they are separating themselves from all aspects of Loving Arms and realizes and accepts the risks of doing so. This person will not have any contact or involvement with any of Loving Arms' workers or families or associates (i.e. hotels, restaurants, hostels etc. introduced to them through/by Loving Arms.) Written permission must be obtained from parents or legal guardian (if applicable).
- iv.** Loving Arms' Responsibility – Loving Arms views this time as vacation no longer as a team member with Loving Arms and therefore releases and indemnifies the organization from the volunteer. Loving Arms will have no contact or involvement with this person after the published date that signifies the end of the team trip.
- v.** Gifts - No donations or gifts (monetary or material) are to be given to Guatemalan children or local staff without permission from Loving Arms Board/President.

Note: Failing to comply with this policy, could jeopardize your future trips with Loving Arms. Your failure to comply may jeopardize the relationship or employment with Loving Arms, of the Guatemalan persons involved. This is meant to protect both you and our workers from miscommunications and conflicts of interest, as well as for safety.