



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 Release Form

Loving Arms would prefer all team members to travel to and from Guatemala as a group. However the organization realizes that there are some circumstances that may require special travel arrangements in advance of or following a trip. These circumstances may include but are not limited to the wish for travel plans to incorporate a personal vacation. 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.

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

Finances – A tax receipt cannot be issued expenses associated with the vacation period. This may include your flight if vacation time is longer than volunteer team trip time.

Travel - Travel arrangements can be included with the initial flight, if communicated and approved by the President, in advance. A tax receipt cannot be issued for flights if the vacation time is in excess of the volunteer time.

Health & Safety – The health and/or safety of an individual is solely the responsibility of the individual. You are not to contact any Loving Arms families or workers while on vacation. 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. Emergency arrangements/contacts etc. should be made with family and friends in advance of travelling.

Gifts/Money or Contact – There must be no gifts (money included) given, or contact made with any person, family or worker of Loving Arms, while on vacation. This could jeopardize your future trips with Loving Arms and may jeopardize their relationship or employment with Loving Arms. This is meant to protect both you and our workers from miscommunications and conflicts of interest, as well as for safety.

Signature _____

Date _____

NAME _____

Date of Vacation Stay _____



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