



## 2023 CORK VOLUNTEER SUPPORT FORM UPDATED: July 3, 2023

The CORK Board has approved volunteer reimbursement guidelines for out-of-pocket expenses for volunteers assigned to CORK 2023 events. CORK volunteers can register to volunteer by signing up online. Volunteers who are assigned to events will receive an email confirming the event and dates for volunteering.

Assigned volunteers may submit a volunteer support form, with receipts as required, for reimbursement of expenses as per guidelines outlined below. Please note that all claims must be submitted **within 14 days of the final day of the event**. Please contact the CORK Office if you have questions about these guidelines.

Accommodation expenses for volunteers that are eligible to claim are as outlined below:

- Accommodation expenses up to the single rate at St. Lawrence College of \$77.98 or a two person rate of \$122.21 weekday or \$128.03 weekend at Queens University (2 bedroom, 1 bath), taxes and destination marketing fee included, per night during June, July, and August, will be reimbursed.
- Fall rates of up to \$150.00, inclusive of HST and DMF, will be reimbursed.
- Parking rates at St. Lawrence College of \$8.25/week day will automatically be added to your invoice and are eligible to claim as well.
- Receipts detailing cost and HST of accommodation and showing payment are required.
- Volunteers staying in private, non-commercial accommodation may claim up to \$20.00 per night – no receipts are required.
- Accommodation expenses will be paid for the number of race days at an event (arriving the night before and departing the evening the event finishes).

Travel expenses:

Support is limited to volunteers living more than 30 km from POH. Travel expenses up to a maximum of \$300 may be claimed as detailed below:

- Travel by car may be claimed at \$0.40/km (\$ 0.50/km when towing a boat), gas receipts are requested.
- Travel by train or bus – economy class travel.
- Cost in excess of \$300 per trip or travel by Air must be pre-approved by the CORK Executive Committee. Requests to be submitted to: [finance@cork.org](mailto:finance@cork.org) with completed pre-approval form.

NOTE: Volunteers residing outside of Canada will be asked to provide bank details in order to complete reimbursement by way of wire transfer.

SUBMIT TO: CORK/Sail Kingston, 53 Yonge Street, Kingston, ON, K7M 6G4  
Tel: 613 5451322 Email: [finance@cork.org](mailto:finance@cork.org)

*Volunteers may wish to waive reimbursement to further support CORK. If you wish to donate your reimbursement and receive a tax receipt, donations must be made through Wind Athletes Canada <https://www.windathletes.ca/athletes/cork>  
Contact the office for more information. Tel: 613 545 1322 or email [finance@cork.org](mailto:finance@cork.org)*



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**UPDATED: July 3, 2023**

LAST NAME(S): \_\_\_\_\_ FIRST NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE/STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

POSTAL / ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL (USED FOR E-TRANSFER): \_\_\_\_\_

EVENT(S) WORKED: \_\_\_\_\_

- VOLUNTEER POSITION:     Race Committee     Safety     Site
- Jury                     COMMS                     Registration                     Scoring                     Event Chair

**ACCOMMODATION DETAILS:**

CHECK IN DATE: \_\_\_\_\_ CHECK OUT DATE: \_\_\_\_\_

TOTAL SUMMER NIGHTS: \_\_\_\_\_ X \$77.98 (SINGLE)= \$ \_\_\_\_\_

2 Person: Weekday \_\_\_ X \$122.01 + Weekend \_\_\_ X \$128.03 = \$ \_\_\_\_\_

TOTAL FALL NIGHTS: \_\_\_\_\_ X \$150.00 = \$ \_\_\_\_\_

**TRAVEL DETAILS:**

MILEAGE - TOTAL KM: \_\_\_\_\_ X \$0.40/KM = \$ \_\_\_\_\_

or  
 GAS RECEIPTS (please attach receipt): \$ \_\_\_\_\_

or  
 TRAIN - ECONOMY RATE (please attach receipt): \$ \_\_\_\_\_

**TOTAL = \$ \_\_\_\_\_**

\_\_\_\_\_  
 Date submitted:

\_\_\_\_\_  
 Signature of Volunteer: