

Policy Handbook

CATCH • A • DREAM

F O U N D A T I O N

1) Child Eligibility

- a) Age 18 or under, with minimum age of 6 years.
 - i) A child is considered age-eligible if the application is received prior to the 19th birthday.
- b) U.S. or Canadian citizen.
 - i) Child (and family members traveling with the child) must be legal resident in “good-standing” and without legal limitation on travel or other freedoms due to criminal activity.
- c) Physician certified life-threatening illness.
- d) No previous hunting or fishing grant.
 - i) CADF reserves the right to determine what constitutes a “hunting or fishing grant.”
 - ii) Any hunting or fishing grant received or pending during the application and/or trip planning processes shall disqualify the child from eligibility.

2) Dream Grants

- a) Catch-A-Dream grants wishes for outdoor hunting and fishing experiences only. We do not grant requests for “things”, but rather “experiences.” In many cases, material items are provided as a necessary part of the experience, but requests exclusively for material goods will not be honored.

3) Fair Chase

- a) In the spirit of fair chase, Catch-A-Dream expects and requires that all hunting and fishing activities be conducted in strict accordance with local, state, and federal laws and regulations. Unless specifically exempted by a state or federal agency, every child is expected to abide by game and fish laws applicable to the location where the adventure

takes place. The responsibility for ensuring adherence to this policy resides jointly with the outfitter (or provider of the adventure) and the Volunteer Host.

4) Hunter Education

- a) All children who wish to participate in a hunting adventure must meet all eligibility and Hunter Education requirements of the state or province in which the hunt takes place. We also strongly recommend that every child complete a Hunter Education course prior to the hunt, regardless of the local requirement at the hunt venue.

5) Publicity

a) Pre-trip Publicity

- i) No pre-adventure publicity is allowed. This policy applies to family, outfitters and any other entity associated with the respective adventure.

b) Post-trip Publicity

- i) Once the adventure is completed, and with the expressed permission from the family, it is acceptable to have media coverage. Media coverage may include newspapers, television, radio and any other mass media outlet. Catch-A-Dream reserves the right of pre-publication review of any written articles, stories or press releases.

6) Confidentiality

a) Child and Family Anonymity

- i) Due to the potential for disruptive interference by individuals or entities that disagree with the Catch-A-Dream mission of providing consumptive-use adventures for children with life-threatening illness, child and family identities, adventure location, outfitter identity, travel itinerary and any other details of an upcoming dream

adventure shall be held in confidence and considered proprietary. Upon approval by the family, post-trip publicity may be allowed, and in many cases welcomed.

b) Confidentiality of Child/Family Information and Records

- i) All personal, family and medical information will be considered confidential and proprietary and will not be shared with any entity outside the Foundation unless specifically permitted by the family. Such information will be used only for the purposes of determining eligibility and/or purposes of providing necessary safety and precautions during trip planning and implementation.

c) Donor Privacy

- i) Catch-A-Dream will not share or sell a donor's personal information with anyone else, nor send donor mailings on behalf of other organizations unless the donor has given the charity specific permission to do so.
- ii) Donor information is collected and retained only when a donor initiates contact with the Foundation via donation, gift or other communication that requires either by law or by common courtesy that follow-up communication be conducted.
- iii) No personally identifiable information or financial data will be stored in the Foundation's records beyond the reasonably required time to process normal business activities. Financial data, credit card information, etc. will be destroyed immediately after financial and accounting procedures have been completed.

7) Application Documents

- i) All documents associated with the processing of a child's application must be on-file and satisfactorily completed before the application may be considered for approval by the Board. This includes, but is not limited to, the application, physician medical certification, and waiver of liability. Failure of the family to satisfactorily complete

and submit all forms within 60 days of notification may result in closure of the application file.

8) Volunteer Hosts

- a) Any volunteer accompanying a child/family on a trip must be a certified Host. Hosts may not be accompanied by any non-trained and certified volunteer, friend or family member.
- b) Hosts must be trained and maintain a current certification to be eligible to serve in that role.
- c) Host Participation in Hunting & Fishing Activities on Trips
 - i) Because of the potential for misconstruction or, worse, overshadowing the child's experience and accomplishments, Hosts are not allowed to hunt while on CAD trip. Fishing by hosts is also discouraged unless specifically helpful in enhancing the child's experience. (I.E. in some locations the Host may be required to possess a fishing license in order to legally assist the child; in some areas, "party" fishing is necessary, etc.)
- d) Violation of any Policy, protocol or program premise may result in a Host being disqualified from service in that role.
- e) Financial
 - i) Expense Reimbursement
 - (1) Expenses for official purposes (see exclusions below) may be reimbursed to volunteers, employees, families and supporting partners. Mileage for travel in a privately owned vehicle will be reimbursed at the Federal mileage rate in effect at the time of travel. No expenses may be reimbursed without a valid receipt and a completed and approved Expense Reimbursement Form.
 - (2) The Expense reimbursement form (Hosts and Families) and all associated receipts and documentation must be submitted to the Catch-A-Dream office within 60 days of the completion of the trip or expenditure. Any expenses not settled within this time frame may be subject to disqualification.
 - (a) Non-reimbursable expenses include:
 - (i) Alcoholic beverages

- (ii) Tobacco products
- (iii) Gambling expenses
- (iv) Prescription drugs
- (v) Controlled substances
- (vi) Long distance phone charges (w/o prior approval)
- (vii) Internet access without prior approval
- (viii) Hotel room-service
- (ix) Hotel/lodging damages
- (x) Personal toiletries
- (xi) Late fees on rentals (unless unavoidable)
- (xii) Unauthorized taxidermy
- (xiii) Excessive family souvenirs
- (xiv) Personal souvenirs for the Host
- (xv) Pornographic materials (including videos/movies)
- (xvi) Traffic citations
- (xvii) Boarding or care of pets for families or volunteers during the trip

f) Cash Travel Advance

- i) Hosts and families may be advanced cash prior to their trip upon completion and approval of a Travel Advance Request letter and form. Upon trip completion, all expenses must be reported and reconciled against any cash received in advance. Complete, receipted reconciliation of expenses vs. cash advance is required.

g) Invoiced and Billed Expenses

- i) Expenses to be paid directly to vendors on invoices, vouchers or bills must be accompanied by a completed and approved Invoice/Check Request Form before a check can be issued.

h) Signatory Authority on Bank Accounts

- i) CADF will maintain at least 4 individuals with signatory authority on checks. These will include the Chairman, the Executive Director/CEO, and two local bank officials. The bank officials will serve as back-up signatory for times when the Executive Director/CEO is not available. Additionally, for the sake of transparency and audit purpose, one or both bank officials will periodically (at least annually) review any checks and associated invoices written for a sum greater than \$1000, and a record of the review will be placed in the Foundation files.

- i) Capitalization of Property, Equipment and other Assets
 - (1) All equipment or other fixed assets and property purchased with a value exceeding \$1000 will be capitalized, recorded on inventory and depreciated using the straight-line method over the useful life of the asset (Equipment = 5 yrs; Furniture = 7 yrs.) Records of fixed assets will minimally include:
 - (a) Description of asset
 - (b) Cost, voucher or invoice number and vendor name
 - (c) Date placed in service
 - (d) Estimated useful life
 - (e) Depreciation method
 - (f) Depreciation expense and accumulated depreciation for the year
 - (g) Date asset retired and sales price (if applicable)

- j) In-Kind Donations
 - (a) All Donations of in-kind goods, services or other material resources (regardless of value) will be recorded using a standard receipt process developed for that purpose. Copies will be provided to the donor and retained in the office.
 - (b) Details of the donation including description, donor and fair market value will be entered into the financial records and the FMV will be treated as a fiscal resource for accounting purposes.
 - (c) Fair market value will be calculated by either a) using values provided by the donor and corroborated by comparison with market values or b) referring to retail market values.

9) Eligibility for Travel

- a) Immediate family members living in the same household as the child are eligible to travel with the child on the Dream Trip. Every effort will be made to accommodate eligible family members on travel and lodging arrangements, but some circumstances preclude accommodation of all eligible individuals (ie. Outfitter constraints, lodging, trip logistics, etc.) Requests by the child/family for other individuals to travel will be handled on a case-by-case basis, but cannot be guaranteed.

10) Previous Wish-Related Grants

- a) A child who has been previously granted a hunting or fishing trip by another wish-granting organization is not eligible for a Catch-A-Dream grant. A wish-grant from the Make-A-Wish Foundation will not disqualify the child from consideration for a Catch-A-Dream grant.

11) Alcoholic Beverages

- i) We recognize that social perceptions vary widely regarding the presence and/or use of alcoholic beverages, but we respectfully request that discretion be applied in all circumstances. Volunteers (Hosts and others) should not consume alcoholic beverages during a trip with a child/family. Alcoholic beverages should never be provided to children or families, nor should consumption of alcoholic beverages be facilitated by Hosts or other volunteers involved in a child trip. We do recognize that, in many cases when we are at an outfitter's lodge or camp, on charter boats, etc. other clients will be on the premises, and their approach to alcohol consumption is a matter of choice and personal prerogative; we do ask that moderation and discretion be exercised in these cases, seeking to ensure that a safe, wholesome and family-friendly atmosphere is maintained. Our Volunteer Host, who accompanies the child and family, has the authority to request moderation or abstinence in any case where the

use of alcoholic beverages clearly disrupts or distracts from our mission and the atmosphere that we seek to provide for the child and family.

12) Rental Vehicles

a) When travel by any Employee, Volunteer, Volunteer Host or Junior Partner Family requires the use of a rental vehicle, Catch-A-Dream will make arrangements for, and cover the cost of, an appropriately sized rental vehicle under the following guidelines.

i) For Employees and Volunteers (Volunteers are considered “employees for insurance purposes)

(1) Vehicle should be rented in the name of the Foundation (if possible) with the Employee or Volunteer designated as the primary driver.

(2) No additional insurance is required IF the vehicle is rented in the Foundation name. CADF insurance covers needs.

(3) If vehicle NOT rented in Foundation name, additional liability coverage should be purchased through the rental company. In this case, CADF is absolved from any liability on the rental vehicle.

(4) Employees and Volunteers are responsible for the timely return of the rental vehicle, and for any fees or charges resulting from late returns not pre-authorized by the CADF office.

(5) Employees and Volunteers are responsible for any fees or charges resulting from abuse, neglect or inappropriate use of the rental vehicle.

ii) For Families

(1) The decision on the need for a rental vehicle will be made by the CADF office based upon the best available information.

(2) Size and type of vehicle will be based upon best available information, including size of family, destination, etc.

(3) The vehicle will be rented in the name of the primary designated driver.

- (4) Liability insurance coverage should be purchased in the rental contract.
- (5) Each proposed driver must provide a copy of a valid driver's license to the CADF office PRIOR to rental arrangements. For rentals related to a specific child trip, copies will be kept in the Child file in the CADF office. For any other rental, copies will be kept in the specific Volunteer file in the CADF office.
- (6) Each proposed driver must provide proof of personal automobile insurance to the CADF office PRIOR to rental arrangements. For rentals related to a specific child trip, copies will be kept in the Child file in the CADF office. For any other rental, copies will be kept in the specific Volunteer file in the CADF office.
- (7) Volunteers and families are responsible for the timely return of the rental vehicle, and for any fees or charges resulting from late returns not pre-authorized by the CADF office.
- (8) Volunteers and families are responsible for any fees or charges resulting from abuse, neglect or inappropriate use of the rental vehicle.

13) Taxidermy

- a) CADF will provide 1 mounted specimen for each child unless specifically otherwise agreed prior to the trip.
- b) CADF will arrange for shipment or delivery of taxidermy to the child following completion.

14) Meat Processing

- a) CADF will provide for processing of harvested game based upon the desires of the child/family.
- b) CADF will arrange for shipment or delivery of processed game up to the equivalent of 100 lbs of processed and packaged meat unless otherwise agreed prior to the trip.

15) Office and Personnel Matters

- a) All office and personnel policies will be contained in a separate Office Policy and Personnel Handbook.

16) Other Policies

- a) Other policies will be contained in separate Policy documents as needed.

