

# THE BRANCH TIPS, GRATUITIES AND SERVICE CHARGES POLICY

## 1. Definition

- 1.1. For the purpose of this policy, "Tips and Gratuities" together or separately refer to cash rewards received formally or informally by branch members directly engaged in working a Branch event or a Branch managed event organized for an outside organization or individual. No Legion funds are involved. (See also "Hospitality Policy".) These cash rewards are given by individuals or groups and go directly into the hands of those Legion and Ladies' Auxiliary members working the event according to a formula decided by them in advance.
- 1.2. A formal arrangement refers to any contractual obligation such as a service charge in a catering contract or a custodial fee in a Hall Rental Agreement. Informal gratuities are tips spontaneously given by individuals participating in an event.
- 1.3. For the purpose of this policy, the term "service charges" refers to a percentage figure added to the charges for a non-Legion event catered by the Branch.

## 2. Objective

- 2.1. The objective of this policy is to:
  - 2.1.1. establish a suitable level of transparency, control and accountability over the distribution of tips, gratuities, and service charges; and,
  - 2.1.2. to ensure equitable and fair sharing of such proceeds among members working an event.

## 3. Guiding Principles

- 3.1. No service charge shall be added for catering for any Branch activity and/or event. Service charges shall be applied for any catering performed in conjunction with a hall rental.
- 3.2. Where a service charge is not applied to an event, the Events Committee may authorize the placing of service receptacles labelled "in appreciation of the volunteers who have made this event possible" or like wording. Such receptacles shall be in addition to, and apart from, the Bar tip jar which is for the Bar staff exclusively. The exception to this rule is for tips received at the Bar during the weekly Fish and Chips event where a formula has been adopted for a broader distribution of the proceeds.
- 3.3. Tickets and invoices for Branch events shall note, as appropriate, 'PRICE INCLUDES APPLICABLE TAXES'.

- 3.4 Custodial fees are paid directly to the members performing such duties.
- 3.5 Tips at the Bar go to the Bar staff. (Others working the event receive a share of the service charge or from the proceeds of the service receptacle.)
- 3.6 Allocation of proceeds from a service charge will be shared amongst the workers of the event. The distribution of these proceeds is to be determined in advance by those working the event either through the tacit acceptance of an established formula or through the adoption of a formula at a meeting before the commencement of the event.
- 3.7 Members entitled to a gratuity may refuse it, in which case it will be credited to Branch revenues as a donation from the member concerned.

  
B. Judge  
President

18.11.20  
Date

  
D. Rowland  
Chair, Branch Regulations