

# THE BRANCH HOSPITALITY POLICY

## 1. Definition

1.1 For the purpose of this policy, the term "hospitality" is defined as the provision of food and drink to groups and individuals at either Branch expense or as part of an event expense.

## 2. Objective

2.1 The objective of this policy is to establish a suitable level of transparency, control and accountability over an area of activity which could be subject to abuse.

## 3. Organization

3.1 The contents of Annex A shall be reviewed annually by the Executive Committee for such action as necessary.

3.2 All hospitality provided to guests of the Branch must be approved by either the President, one of the three Vice-Presidents, or the Immediate Past President through the issuance of a signed chit. All other hospitality is approved as detailed in Annex A to this policy or budgeted for by the organizer of gatherings and events.

3.3 All soft drinks and alcoholic beverages shall be recorded at cost. The bar staff will keep a record of such transactions and submit the details to the Treasurer via the Treasurer's pre-defined chit.

3.4 Hospitality issued pursuant to the provisions of Annex A shall be accounted for as a cost to the event. Hospitality issued on the authority of the officers cited in 3.2 above shall be captured and accounted for by the Treasurer in branch accounts as Hospitality.

3.5 Individual drinks of coffee and tea supplied to volunteers need not be recorded for hospitality accounting purposes.

#### 4. Guiding Principles

4.1 This Hospitality Policy is intended to recognize and thank its myriad of volunteers, and to welcome new members, visitors and external contacts to the Branch. It shall:

4.1.1 contribute to the sustainability of the all-volunteer model of the Branch;

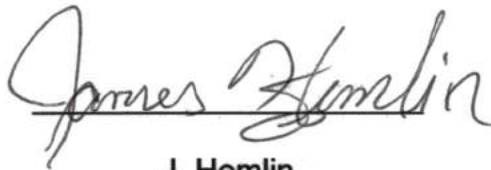
4.1.2 observe the accepted and established courtesies of community organizations with social, charitable and ceremonial mandates; and,

4.1.3. support the reputation of the Branch as being friendly, open, welcoming and supportive of its members, volunteers, guests and visitors; and, attractive to prospective members.

4.2 Hospitality food and beverages may be issued only to those directly engaged in the event or service involved.

#### Annex:

##### A. Hospitality Eligibility and Authorized Expenditures



J. Hemlin  
Branch President

18 Oct 2023

Date



A. Ervin  
Chair, Branch Regulations

## **Annex A - HOSPITALITY ELIGIBILITY AND AUTHORIZED EXPENDITURES**

1. Guests of the Branch, invited by either the President, one of the three Vice-Presidents, or the Immediate Past President (one drink of their preference).
2. Members (and their families if invited) attending a "standing tradition" event:
  - a. New Year's Day Levee (food and moose milk / punch)
  - b. Veteran's Luncheon (food and one drink of their preference for veterans, their spouses and accompanying care givers)
  - c. Canada Day President's BBQ (food)
  - d. Poppy Campaign Kick-Off and Conclusion (items as determined by the Executive Committee)
  - e. Remembrance Day (food and one drink of their preference for all in attendance). The Remembrance Committee manages the issuance of drink tickets.
  - f. Branch Honours and Awards ceremonies (food)
  - g. Wednesday morning coffee (coffee, tea and snacks)
  - h. Christmas Decorating Party and Pot-Luck (coffee and tea)
  - i. Last Post and Celebrations of Life (food, coffee and tea)
  - j. Zone Public Speaking Competition (food, coffee, tea and non-alcoholic beverages)
  - k. Poster / Poem Competition (food, coffee, tea and non-alcoholic beverages)
3. A new member to the Branch (1 drink of their preference, to be provided the evening of their Induction Ceremony).
4. Cooks, service kitchen staff and bar staff working the day of an event with food catered by the Branch or the Branch Ladies Auxiliary (a meal and one drink of their preference).
5. Prep staff working prior to an event, with food catered by the Branch or the Branch Ladies Auxiliary, shall be provided either a soft drink or a glass of wine. The event organizer shall obtain one bottle of white wine, one bottle of red wine, and a 6-pack of canned soft drinks, to be employed for only those purposes and on those specific occasions. As the bar is typically not open during the prep work, these items shall be obtained in advance and stored in an appropriate location within the Legion facilities. These items shall be charged, at cost, to the event and shall be accounted for via a chit.
6. Cooks, service kitchen staff and bar staff working the Friday "Fish and Chips" (a meal and one drink of their preference).
7. Branch members providing free, advertised entertainment at an event (a meal and one drink of their preference).

8. Members attending Branch monthly General Meetings and the AGM (food).
9. All other requests for hospitality not listed above **MUST** be approved by the Branch Senior Executive in advance.

**Notes:**

1. Hospitality food and beverages may be issued **only** to those directly engaged in the event or service involved.
2. Free drinks will be tracked through the issuance of a signed chit or a drink ticket.
3. When donation jars are set out, all donations received, as well as donations made for the express purpose of supporting the event, are used to offset the cost of the hospitality.
4. The fixed fee paid by all attendees at the Zone Conference will be used to offset the cost of any provided food and beverages.