



## Sports Ambassador Honorarium and Mileage Policy, December 2024

### 1. Purpose

The purpose of this policy is to fairly compensate Sports Ambassadors for their time and efforts in delivering presentations to classrooms while maintaining the Sports Ambassadors Program's financial sustainability.

### 2. Honorarium Structure

#### 2.1 Single Presentation Fee

Sports Ambassadors will receive a flat honorarium of \$100 for each school visit that includes one classroom presentation.

#### 2.2 Multiple Presentations (Same School, Same Day):

If multiple presentations are given on the same day, the following honorarium rates apply:

- 1 presentation: \$100
- 2 presentations: \$150 (cumulative total)
- 3 or more presentations: \$200 (maximum cap per school, per day). This sliding scale ensures recognition of additional time while keeping the costs manageable.

### 3. Expense Reimbursement:

3.1 Distance travelled is reimbursed at a standard rate of \$0.58 per kilometer for travel to and from the presentation venue to a maximum of 200km per day. For longer distances, we ask that you inform the Executive Director of the Sports Hall of Fame (director) in advance of your plans.

3.2 A Sports Ambassador may claim meal expenses up to a maximum \$30 per day.

3.3 A sports Ambassador may claim lodging with prior approval from the director.

### 4. Policy Restrictions and Limitations:

4.1 The maximum honorarium per day for any Sports Ambassador is \$200, regardless of the number of presentations at a single location.

4.2 A Sports Ambassador who wishes to tackle a larger block of presentations that would require additional budgetary support is encouraged to contact the director to communicate their plans.

