

Alberta Junior Forest Warden Association



Policy and Procedure Manual

Amended to include new policies April 2025 -AJFWA

Policy and Procedure Manual

for the

Alberta Junior Forest Warden Association

PO Box 78044 – RPO Heritage, Calgary, AB T2H 2Y1

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AJFWA Policy and Procedure Manual

Statement of Applicability and Intent

This manual outlines and details the current governing policies and procedures of the Alberta Junior Forest Warden Association members, clubs and councils. It is meant to offer structure and transparent process for daily, regular and special operations of the membership, and is to support and complement other AJFWA governance material including AJFWA Bylaws, Operations Manual and Codes of Conduct.

This manual shall be regularly reviewed and revised when required to ensure that the policies and procedures contained herein meet the needs of the AJFWA, and agencies to whom it is responsible. As the highest governing body, the AJFWA Policy and Procedure Manual will take precedence over all standing policies of Junior Forest Warden clubs and councils under the AJFWA Charter.

AJFWA Policy and Procedure Manual

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Section 1 Definitions

Definition	Detail Reference
AJFWA	Alberta Junior Forest Warden Association. AJFWA Bylaw 2.1.2
AJFWA AGM	The Annual General Meeting described in Bylaw 5.1.
Alumni Member	A voting member of the AJFWA, (in good standing) and/or a member of the Alumni charter of AJFWA members. Bylaw 4.1.4
Audit	A comprehensive review of an organization's financial records. May be conducted by member volunteers (internal audit) or may be conducted by contractors (external audit).
Bylaws	The bylaws of the AJFWA as amended. Bylaw 2.1.6
Charter	A detailed set of documents filed annually by member clubs to confirm their active status with AJFWA.
Chief Warden (Provincial)	Non-political leader of the Junior Forest Warden movement, and member of the Provincial Executive Committee. Bylaw 6.7
Club	An AJFWA club. Clubs are normally made up of the Club Coordinator, Junior Forest Wardens, Leaders, and adult members. Operations Manual Page 8,
Club in Good Standing	An AJFWA club where all required charter documentation and membership fees for the current year, as outlined by AJFWA policy, have been received by the AJFWA registered office. Bylaw 2.1.7
Club NOT in Good Standing	An AJFWA club that is NOT in good standing. A status given to a club that is missing all or some elements of its annual charter document submission. This status would be amended to 'Club in Good Standing' upon receipt of missing elements.
Club Coordinator	The Leader of a JFW member club. Operations Manual Page 3
Club Secretary	Responsible for club record keeping except for financial record keeping.

Club Treasurer	Responsible for a club's finances and reporting to the club coordinator.
Director (AJFWA)	A person elected or appointed to the Provincial Board from District Councils and Alumni. Bylaw 2.1.9
Sub-Council	The districts or regions referred to in Bylaw 6.1.3. Club Coordinators or appointed representatives report to the Sub-Council as an intermediate level of governance of members. Bylaw 6.1.3.
Sub-Council AGM	An AGM held by one of the AJFWA Sub-Councils. The AGM agenda includes elections of its council and appointments to the AJFWA Provincial Board.
Sub-Council Representatives	Sub-Council consists of appointed or elected club representatives from within the district, as voting members of the council (as per Council bylaws).
Executive Committee (AJFWA)	Consists of 6 members of the Provincial Board, elected or appointed. The AJFWA elected officers + Past President and Chief Warden. Bylaw 6.1.5
Honorary Member	A non-voting honorary member of the AJFWA. Bylaw 4.1.3
JFW	Junior Forest Warden. A non-voting member of an AJFWA club. JFWs range in age from 6 years to 18 years. Bylaw 4.1.2
Leaders	Adult club members occupying a position of Warden leadership at a club level. See also Resource Persons. <u>See also Adult Members.</u>
Member	A chartered member of the AJFWA, either junior or adult.
Member in Good Standing	A member of the AJFWA from a club in good standing, having completed all charter requirements. At 18 years of age, entitled to vote on issues at the club level, the Sub-Council level, and at the AJFWA provincial level. Bylaw 2.1.12
Member NOT in Good Standing	A member of the AJFWA who has not fulfilled their charter requirements, or whose club has not fulfilled their charter requirements.
Non-Member Participant	Non-members who help out a club in some way. If they participate in club activities they will have to provide information outlined in the charter. See also Resource Persons.
Officer	An officer listed in Article 6.2 - President, Vice President, Secretary and Treasurer. See Board Secretary and Board Treasurer. Bylaw 6.2
Parents	A parent or parents of a Junior Forest Warden. Parents may or may not be

	Leaders and/or adult members. If parents participate in club activities they will have to provide information as outlined in the charter.
President (AJFWA)	The President leads the AJFWA and the Provincial Board, is on the Executive Committee, and is the AJFWA Spokesperson. Bylaw 6.3.1
Provincial Board	The Board of Directors of AJFWA. Also called the Provincial Board. Directors are elected or appointed by AJFWA voting members. The Provincial Board consists of a 6 person Executive Committee and up to but not to exceed 3 representatives from each of the Sub-Councils plus Alumni. Bylaw 2.1.4
Provincial Board Treasurer	An officer on the Provincial Board and Executive Committee, who keeps the financial records of the Board. Bylaw 6.3.4
Provincial Board Vice President	An officer on the Provincial Board and Executive Committee, who assumes the role and responsibilities of the President in their absence. Bylaw 6.3.2
Provincial Board Past President	The most recent AJFWA President to finish their term of office, and member of the Executive Committee. Bylaw 6.3.5
Charter of Members	The register is maintained by the Provincial Board of Directors containing the names of the members of AJFWA. Bylaw 2.1.15
Resource Persons	Not voting members, but helping out a club in some way. If they participate in club activities, they will have to provide information outlined in the charter. See also Non-Members.
Spokesperson	The President is authorized by the Executive Committee to speak to the media or others about the Club, Sub-Council, or Provincial issues. The President may delegate this authority to another person. Voting members in good standing 18 or more years of age, entitled to vote at meetings of the AJFWA. Bylaw 2.1.21
Warden	See Junior Forest Warden or JFW.

Section 2 Policy Related to Program Delivery to Junior Forest Wardens

Context - AJFWA must ensure that JFWs, Leaders and adult members working directly with JFWs are familiar with their roles and responsibilities.

The various Codes of Conduct, along with the Operations Manual, Vision Statements and Mission Statement, should provide guidance on program delivery.

Policy 2A - JFW, Club Coordinator, Leader and Adult Member Compliance with Value Statements

The AJFWA operates under the guidance of a number of Value Statements. These statements define how JFWs, Leaders, and adult members should conduct themselves when involved in AJFWA activities. For the purpose of this policy, Value Statements also include:

Vision Statement
Mission Statement
The Four Pillars
Code(s) of Conduct

Procedure

- The Executive Committee should encourage all JFWs, Leaders, adult members, and other people involved with AJFWA to learn and uphold the Value Statements. This will require refresher courses every year.
- A brief review of the Value Statements will be conducted annually at Club, Sub-Council, or AJFWA meetings.

Source - Four Pillars - Operations Manual

Source - Vision, Mission, and Values

Source – Codes of Conduct

Policy 2B - Programming at the Club Level

JFWs are young people from 6 to 18 years of age, in four age groups:

Pathfinders - Age 6 to 9

Trailblazers - Age 9 to 12

Adventurers - Age 12 to 15

Challengers - Age 15 to 18

Additionally, siblings of Wardens who are under 6 years of age are designated as Wanderers.

JFW activities and events should be safe yet challenging, and appropriate for the age and experience of the JFWs involved in the activity. They should fit within the scope of the four pillars (Forestry, Ecology, Wilderness Skills and Leadership) and/or be derived from the JFW manual series (4). JFWs with physical and mental disabilities are welcomed into the AJFWA, as long as their disabilities do not disrupt regular meetings and activities.

Procedure

- The AJFWA and/or Sub-Councils and/or clubs plan and develop programs and activities that are safe yet challenging for JFWs in all four age groups. Some of these programs are described in the manual series.
- The Event Chairperson, Club Coordinator, Leaders, and adult members must also make sure that activities stay safe and under control.
- When an activity is proposed, the Event Chairperson, Club Coordinator, Leaders and adult members involved in the activity should determine safe limits for each age group.
- Club Coordinators continually ensure that JFW activities are conducted in a safe manner.
- AJFWA endorses the safety principles of YouthSafe Outdoors when leading groups in an outdoor environment.
- Higher-risk activities must be led by experienced or professionally certified instructors.

Source - Running a Successful Club - Operations Manual

Source - Junior Forest Warden Sections by Age - Operations Manual

Source - Safe Adventures - Code of Conduct

Source - Activity Options - Leader Manual, Manual Series

Source – YouthSafe Outdoors Manual

Policy 2C - Club Meetings

Club meeting dates and locations are determined by the Club Coordinator. Club meetings are generally held from September to June. In addition, special events and outings occur on weekends.

Procedure

- A schedule of club meetings for the year is set by the Club Coordinator in consultation with the Club Leaders, as part of the charter documents (Year Plan).
- Meetings can be held either indoors or outdoors, depending on season, weather and intended activity, in a location appropriate for the group size and type of educational programming.
- All club members are provided a meeting schedule and agenda, and advised of meeting locations with sufficient notice to ensure attendance. Meeting dates and locations are determined by the Club Coordinator in consultation with members.
- JFW activities at club meetings should be conducted in a safe environment with experienced instructors.

Source - Meeting Frequency - Operations Manual

Source - Meeting Frequency - FAQ Document

Source - Conducting Activities Safely - Operations Manual

Policy 2D - Proper Wearing of JFW Uniforms

The official dress of the JFW program is the uniform shirt, with crest, lanyard and approved badges. Together they are our program's most recognizable symbol, distinguishing us from other youth groups. JFWs should take pride in their uniform and in their personal appearance, as an example to the younger JFWs and to the public.

The uniform consists of a red long-sleeved, button-front shirt, and includes the wearing of additions to the uniform such as lanyards, epaulet straps, badges, and pins.

Pants or skirts are not provided as part of the uniform, but should be clean and in good condition. Blue jeans or dress pants, or a skirt where the length covers the wearer's knees, should be considered appropriate dress. At outdoor, warm weather events, knee length shorts are an appropriate substitute for pants when worn with the uniform.

Uniforms are recommended at club meetings and club events, and may be required while attending certain AJFWA events.

Procedure

- AJFWA will ensure that JFW uniforms are available to all members in good standing.
- All clubs should promote the wearing of the uniform by its members at club meetings, and for activities and events that are considered appropriate.
- The Event Coordinator or the Club Coordinator will inform the members of dress code requirements on a per-event basis.
- JFW uniforms should be clean and in good condition, and should include all approved badges and pins, correctly displayed.
- A dirty or damaged uniform is a poor example to other JFWs and to the public, and should not be worn to an activity or event.

Source - Uniform - Operations Manual

Source - Uniform Extras - Operations Manual

Source - Appearance - Code of Conduct for Wardens Appendix 7A, Paragraph 6

Source - Appearance - Code of Conduct for Parents Appendix 7B, Paragraph 3

Policy 2E - Awards of Merit

In the Junior Forest Warden program, there are four awards of merit outlined in the Operations Manual that can be recommended, and then presented to JFWs. These awards are generally presided over by the Provincial Chief Warden and/or the Chief Warden of Canada, and represent extraordinary acts or achievements by a member.

Awards for members that are or have been a Warden at one time include:

- Fire Honour
- Silver Honour
- Gold Honour
- Gold Honour with Distinction

The Award of Merit for members whose connection to the program has been solely as an adult volunteer, is the Order of the Golden Spruce.

Procedure

JFWs who have been presented with any one of the aforementioned should wear the award as part of their uniform, in the appropriate manner.

- Recommendations must be submitted to the Provincial Chief Warden, and/or Chief Warden of Canada.
- Awards of Merit should only be presented by Chief Wardens as part of ceremonies or events.

Source - Awards of Merit - Operations Manual

Section 3 Policies related to Roles and Responsibilities

Context - AJFWA must ensure that JFWs, Club Coordinators, Leaders, and adult members are familiar with their roles and responsibilities, and the roles and responsibilities of others. It is also important that Club Coordinators, Leaders, and adult members be familiar with the election and Board process.

The various Codes of Conduct, Vision Statements and Mission Statement should provide guidance on roles and responsibilities

Policy 3A - Roles and Responsibilities of Clubs

The Clubs, the Sub-Councils, and the Executive Committee and/or Provincial Board are the three levels of the AJFWA. Club Coordinators report to the respective Sub-Council, and/or the Provincial Board. Detailed information about club activities can be found in the Operations Manual on Pages 14 to 17.

Clubs:

- Are made up of JFWs, Club Coordinators, Leaders, and adult members.
- Are represented on the Provincial Board through the Sub-Councils.
- Maintain financial and other records independent of the Sub-Council and the AJFWA Board.
- Collect an annual fee per JFW for the AJFWA, and send this fee (along with other charter requirements) to the Provincial Board.
- Provide the AJFWA with a completed charter every fall to stay in good standing.
- Create a year plan outlining activities and events, including establishing goals.
- Should operate with a minimum of six Wardens and four adult members, (including the Club Leader).

Procedure

- Every fall clubs complete, collect and submit charter forms for submission to the Provincial Board.
- Clubs that have not provided the completed charter by the prescribed deadline are considered NOT in good standing, and lose their 'good standing' status and certain rights and privileges.
- Club accounting is the responsibility of the Club Treasurer. Club accounting includes the creation of an annual plan (budget) for the club, an account of the money spent and received in the previous year, and an inventory of the club's possessions. If a club is registered as a society, then Alberta Government rules regarding accounting must also be followed.
- All adults intending to charter with AJFWA must complete a request for a Vulnerable Sector and Police Information Check. This check is renewed every five (5) years.

Source - Club Positions - Operations Manual

Source - Year Planning - Operations Manual

Source - Charter - Operations Manual Page 8 and 9

Source - Charter - Bylaw Article 4.3.3

Policy 3B - Roles and Responsibilities of Sub-Council(s)

Sub-Councils (Region and District) are an intermediate level of governance in AJFWA, representing the clubs and members within a geographically specified area. Whether an incorporated society or informal body, they must possess a constitution or operational bylaws that are in alignment with current provincial policies and bylaws. Sub-Councils provide support and guidance to clubs, increase communication and awareness within their area, and facilitate events of educational and entertaining natures to encourage involvement. Each of the Sub-Councils elect or appoint three representatives in good standing to represent their area on the Provincial Board of Directors.

Procedure

- Each club is represented by one of the Sub-Councils.
- Club members in good standing can be appointed or elected to the Sub-Council.
- Sub-Councils elect or appoint three (3) representatives to the AJFWA Provincial Board.
- Each Sub-Council will file their council charter annually with the AJFWA, and must include:
 - council member and executive contact list
 - Council member and executive contact list
 - Audited internal / external financial statements
 - Year Plan
 - Bylaws, constitution, policy manuals
 - Inventory report
 - Monthly meeting minutes, agenda, committee reports

Source – AJFWA Bylaws

Policy 3C - Roles and Responsibilities of the Provincial Council (AJFWA Board)

The Provincial Board and/or Executive Committee is responsible for the governance and overall leadership of the AJFWA. Most of the Provincial Board's roles are defined in the Bylaws:

- Chief Warden Bylaw 6.7
- President Bylaw 6.1.6.2 and Bylaw 6.3.1
- Vice President Bylaw 6.3.2
- Secretary Bylaw 6.3.3
- Treasurer Bylaw 6.3.4
- Past President Bylaw 6.3.5
- Executive Committee Bylaw 6.5.1
- Director Bylaw 2.1.9
- Special Director - any person can be appointed to the AJFWA Board, by the AJFWA Board.

Procedure

- The Provincial Board holds overall responsibility for the AJFWA.
- The Provincial Board consists of Sub-Council and Alumni representatives who are elected or appointed by members, plus four officers, and two appointees.
- The Executive Committee consists of the Chief Warden, President, Vice President, Secretary, Treasurer, and immediate Past President.
- Members in good standing who wish to join the Provincial Board are nominated and elected as per the bylaws.
- The Provincial Board collects and retains the official charters and register of all Junior Forest Warden members / clubs.
- The Provincial Board supports and upholds AJFWA Bylaws and Policy.

Source – AJFWA Bylaws – Article 2, Article 6

Source – Nominations and Elections Bylaws – See Bylaw 6.1.3, Bylaw 6.5.4, Bylaw 4. 17

Policy 3D – Decision-Making Power

As a rule, decision-making related to club activities is done at the club level by the Club Coordinator and/or Club Executive. Likewise, decision-making related to one of the Sub-Councils is done at the district level, and AJFWA decisions are made by the Provincial Board or the Executive Committee.

Decision-making is a formal process, occurring after all bylaws, policies and information relevant to the issue have been reviewed by the governing body, and only where the outcome will not contravene or compromise any of the aforementioned. The process should include reviews of the following documents:

- Policy Manual
- Bylaws
- Operations Manual
- Code of Conduct (all four)
- Club Coordinator's Guide to VS/PIC Process
- Society Charter

See the Appendices for more detail on other relevant documents.

Procedure

- Decision-making is a transparent and formal process, and meant to engage the governing body in an inclusive way. This is accomplished by utilizing a forum where participation in the process is offered equally to all council members.
- If there is any doubt about which level should make a decision regarding any issue, the matter should be referred up to the next level of leadership. For example, if a club issue seems difficult to resolve, the issue should be referred by the club to the Sub-Council. Likewise, if a Sub-Council issue seems in doubt, the issue should be referred to the Provincial Board or the Executive Committee.
- The Provincial Board reserves the right to intervene and mediate any problem. If the issue cannot be resolved at a lower level, the Provincial Board reserves the right to rule on the issue once all other avenues have been exhausted. The problem or incident should be documented using a formal reporting process.
- All decisions made by each and every level should align with existing bylaws, Policy and Procedure, Vision and Mission Statements, Codes of Conduct, etc. If there is no relevant policy that addresses the issue, then a new policy should be considered.

Source -

Policy 3E – Dissolution of Body

From time to time, clubs and councils recognize a period of ineffectiveness, or lack of volunteer capacity, and conclude that the next course of action is to dissolve the operational body. Regardless of the length of time the club or council was active, there is invariably accumulated assets and funds, along with historical documents on their operations. All of this is important to capture on a closing inventory, and to be properly disposed of.

Club Dissolution

Procedure

- A letter to the Sub-Council and AJFWA Board is sent by the Club Executive, advising of the decision to dissolve, the details leading to the decision, and the timeline for completion. ○ Acknowledgement from AJFWA and the Sub-Council will be in writing, and will outline the process for dissolution, with a required completion date of 30 days from the date on the letter.
- All tangible assets purchased with JFW funds or donated to the club including, but not limited to, equipment, books, manuals, uniforms and badges, and “yet to be” deposited cheques and cash, are to be inventoried and made available for pickup by the District Council or AJFWA.
 - No disposition of assets will occur by the club in an effort to reduce the holdings of the club during dissolution.
- All financial information, including deposit books, monthly bank statements, and cheque and receipt books, are to be boxed and made available for pickup by the Sub-Council or AJFWA.
- All properties owned or leased by the club will be documented and transferred to AJFWA, including deeds, lease agreements, mortgages and tax assessment documentation.
- AJFWA will advise the banking institution of the dissolution, and assume the account for fund transfer and closure.

AJFWA and the Sub-Council will work in concert to hold funds and inventory for a period of two (2) years, in the hope of restarting a club in its previous operating area. The Sub-Council will recoup expenses incurred by assisting in the dissolution.

District Dissolution

Procedure

- The steps in dissolution of a Sub-Council would be the same as in a club dissolution, with the sole governing Council being AJFWA.

Source – AJFWA Bylaws 9.0

Policy 3F – Roles and Responsibilities for Jumping Pound Camp

Jumping Pound Camp (JPC) is a 10-acre lease from the Province of Alberta that is held by AJFWA. The JPC is located within the Kananaskis Improvement District and, while it is open to all members of AJFWA, the majority of the users are from the Calgary district. The Calgary Junior Forest Warden Society (CJFWS) represents members located in the Calgary district. This policy clarifies the roles and responsibilities of AJFWA and CJFWS for JPC.

Roles

- AJFWA is the leaseholder from the Province of Alberta.
- The AJFWA Jumping Pound Camp Committee (JPCC) is the operational manager.
- CJFWS is a major financial contributor to JPC.
- The Camp Steward is the volunteer caretaker of JPC.
- Users of JPC are any members in good standing and guests as permitted in the AJFWA policy and procedure manual.

Responsibilities

AJFWA is responsible for maintaining the lease and setting policies, procedures and guidelines for the operation of JPC. AJFWA is responsible for costs related to the obligations of the lease, including but not limited to:

- Lease and license fees
- Safety equipment such as fire extinguishers, smoke detectors, and carbon monoxide detectors.
- Mileage for travel to and from JPC to check and maintain safety equipment

JPCC reports directly to the AJFWA Board of Directors, with duties including but not limited to:

- Submitting expense requests, that are not referenced as obligations of the lease, to the AJFWA Board of Directors for approval
- Submitting expense requests, that are not related to obligations of the lease, to the CJFWS Board of Directors for approval
- Appointing the Camp Steward, after consultation with CJFWS Board of Directors
- Obtaining change approval from the Government of Alberta for changes to the JPC lease land, as needed
- Acting as liaison between AJFWA, CJFWS, and the Camp Steward

CJFWS is responsible for operating costs and capital expenditures, and organizing volunteers as needed by Camp Steward. CJFWS is responsible for the costs related to the following:

- Operational and maintenance expenses that are not the responsibility of AJFWA

- Capital expenditures to upgrade or enhance JPC that are not the responsibility of AJFWA

Camp Steward is the caretaker of the JPC and has responsibilities including but not limited to:

- Submitting approved JPC expenses to either CJFWS or AJFWA Treasurer for reimbursement.
- Coordinating volunteers and contracting qualified suppliers to carry out maintenance or approved upgrades on JPC lease.
- Providing users of JPC access to any JPC specific policies, procedures and guidelines.

Users of JPC are responsible for following all policies, procedures and guidelines for JPC.

Source - AJFWA Policy 5M - Guest Instructor Policy

Source - AJFWA Policy 5O - Guest Policy

Source - Approval of policy from AJFWA Board Meeting dated March 4, 2021. Source - Letter of adherence from CJFWS minutes dated May 11, 2021.

Policy 3G - Roles & Responsibilities for Chartering

Each year, Members, Clubs, Alumni and Regional Councils are required to submit chartering documents in order to be in good standing with AJFWA.

Procedure

Membership Director

- Is a non-voting administrative position appointed by the AJFWA Board for a one year term.
- Attends AJFWA Board meetings as Membership Director only at the request of the AJFWA Executive. This does not preclude Board attendance under other director roles.
- The Membership Director may recommend Assistant Membership Director(s) to be appointed by the AJFWA Board. These assistants carry out duties as assigned by the Membership Director.
- The responsibilities are to :
 - Maintain the list of our active membership, ensure that registration of members, clubs, regions and Alumni of AJFWA are in accordance with our bylaws, that chartering information is complete and accurate and that this information is accurate and in compliance with our insurance requirements.
 - Verify Vulnerable Sector checks as per policy 5I.
 - Verifies Alumni, Regional & club chartering documents & works with Regional Membership Assistants regarding missing or incomplete documents.
 - Provides membership registration reports for Member Services Committee Chair.
 - Complete new member registrations that occur after the chartering deadline.

Regional Membership Assistant(s)

- Is appointed by their respective Region for a one year term. Once appointed, it is the responsibility of each Region to notify the Membership Director.
- Acts as liaison between all Club & Region Registrars and the Membership Director
- Functions as first point of contact for Club Registrars, fielding questions and sending reminders
- Verifies receipt and entry of all required documentation for registration (family waivers, Vulnerable Sector checks, etc) in the AJFWA membership database.
- Communicate with club registrars about missing or incomplete documents and the consequences of missing upcoming deadlines.

Returning members are responsible to complete their registration documents in time for their club to meet chartering deadlines.

New members will not be registered until all paperwork including VSPic results are completed and vetted by the Membership Director.

The Executive of **Clubs, Regions & Alumni** are responsible to complete their respective chartering requirements as per Policies 3A and 3B. They must meet submission deadlines for required documents as per below to ensure their Members are in good standing.

Deadlines

- Registration and chartering deadlines are set for members to complete their registration and

clubs to complete their charter information at a date that allows them enough time to ensure compliance with insurance deadlines. In extenuating circumstances the Membership Director may request that the Board consider extending this deadline. Such a decision is made at the AJFWA Board level.

- Deadlines for registration are communicated to all members, Clubs, and Regions a minimum of 45 days prior to the registration deadline.
- Membership for Alumni can be accepted at any time during the year.
- Members are responsible to complete and submit their registration documents to their Club Registrar prior to the deadline.

October 15th - prior to October 15th all family information must be entered into the database, including but not limited to family applications (for new members) and waiver forms uploaded, Sponsored Member forms entered and uploaded and criminal record/vulnerable sector check sent to the Membership Director.

Clubs and Regional Councils must have uploaded/submitted all Chartering Documents to AJFWA (see list below). Membership fees must be e-transferred to AJFWA Treasurer or a picture of club cheque submitted with chartering documents for annual membership fees. Cheques must be received by AJFWA no later than October 31st to remain in good standing.

October 16th - Compliance with AJFWA bylaw article 4 is mandatory.

Families or members with incomplete Assumption of Risk Waivers cannot attend any JFW event (including weekly meetings or classes until they have submitted all the required documents).

Adult members with expired or missing criminal record/vulnerable sector checks cannot attend any AJFWA event. As per Operations Manual: Parental involvement, a warden may not attend if there is not at least one parent/guardian with an accepted criminal record/vulnerable sector checks.

Clubs or Regions who have not chartered by October 15th must cease all activities.

October 31st – Membership Director prepares a list of deficient members to the Member Services Chair. Member services chair sends out notification of membership suspension due to incomplete documentation if documents are not received by November 30th. This notification will also be sent to the members' respective club executive.

November 30th – Noncompliance to membership requirements results in denial of membership. Letters will be sent out by the Member Services Chair to members that have not submitted required documents by this deadline. Members that are denied cannot join again until the next registration period. No late criminal record/vulnerable sector check or Waivers are accepted after denied membership. Second registration period will run from **January 2-30th** for existing members. All paperwork completed including VSPICs before registration takes place.

New Members may join at any time, but must submit a properly completed and signed Assumption of Risk waiver and completed results of a criminal record/vulnerable sector check. Applications will not be entered into the member database until all paperwork is received. Participation as a member is not allowed until they are entered into the member database.

Policy 3H - Registration of Non Parent Family members

Each year, Members, Clubs, Alumni and Regional Councils are required to submit chartering documents in order to be in good standing with AJFWA.

Parents are required to be on the registration form and are responsible to register their warden(s).

Parents can register additional adult members as a part of their family who may act on their behalf when the parent does not attend a JFW activity. Regardless of parental participation, it is incumbent on the warden's parents/legal guardians to keep informed of all of the ongoing JFW activities planned for their child.

Additional adults included in a family membership are required to:

- Be registered as members of AJFWA and require a VSPic
- And are assumed to have responsibility for the Wardens/Wanderers on that family registration at the JFW activities they attend

All waivers must be signed by the parent/guardian, not the additional adults in a family registration.

A maximum appointment of 2 additional adults are permitted on the family registration.

Section 4 Financial Management and Accountability Policies

Context - AJFWA must remain financially organized and viable, and able to hold up to both internal and external scrutiny. This Policy Manual, as well as published CRA Treasury Board Guidelines and generally accepted accounting practices, should provide necessary guidance on financial management.

Policy 4A - Financial Reporting at the Club Level

Clubs accumulate operating funds through various revenue streams such as: registration fees, fundraising efforts, service club donations, etc. Club Treasurers shall keep accurate financial records throughout the year, and share details regularly with the Club Executives.

The Provincial Board or Sub-Council Treasurer will provide clubs with advice and support on budgeting.

Procedure

- Each club submits accurate and complete financial reporting to AJFWA as part of the annual chartering process.
- Club Treasurers produce current and accurate financial reports on a regular basis to the Club Coordinator, and have bank statements, cheque books and transaction ledgers available to club members upon request.

Source - Selling or Disposing of Equipment - Bylaw 9.1

Source - List of Assets - Operations Manual

Policy 4B - Financial Reporting at the Sub-Council (Region and District) Level

Sub-Councils (Region and District) accumulate operating funds through various revenue streams such as: casino disbursements, fundraising efforts, donations, etc. Whether an incorporated society or informal body, a Sub-Council will keep accurate records of income and expenditures, inventory and assets, and make these records available to their members and to the Provincial Board.

Procedure

- All records need to be kept secure, and also kept confidential as necessary.
- The Region/ District Treasurer will report to their respective Sub-Council on a set schedule (typically monthly) regarding the balance of accounts and recent transactions, supported by bank statements.
- The Sub-Council will provide annual financial statements to the Provincial Board as part of their regional/district chartering each year

Policy 4C - Financial Reporting at the Provincial Level

The AJFWA Board Treasurer is responsible for the financial reporting of all AJFWA provincial assets, income and expenditures. The AJFWA is responsible for purchasing, selling or disposing of provincial assets or equipment. **A comprehensive list of assets and equipment owned by AJFWA (and/or by Sub-Councils and/or by clubs)** is maintained by the AJFWA Board Treasurer.

Procedure

- The Provincial Board Treasurer reports to the Provincial Board, Executive and Finance Committees on a monthly basis.
- The Provincial Board Treasurer, in discussion with the Provincial Board and Executive Committee, will decide annually which assets (if any) should be purchased, sold or otherwise disposed of.
- The Provincial Board Treasurer maintains a list of assets owned by the AJFWA.
- The Provincial Board Treasurer develops the financial plan for AJFWA (budget).
- The Provincial Board Treasurer tenders an accurate and detailed report to the Board on a monthly basis. These reports would reference completed and projected work including deposits, disbursements, monthly reconciliations, etc. (balance sheet).
- The Provincial Board Treasurer submits annual audited (internal or external) financial statements to the Provincial Government as required of a registered society each year.
- The Provincial Board Treasurer submits the financial reporting to Alberta Gaming and Liquor Commission (AGLC) regarding casino fund disbursements as required by AGLC.

Source - List of Assets - Operations Manual

Source - Developing the AJFWA Financial Plan - Operations Manual

Policy 4D - Fundraising

Fundraising keeps costs low and affordable, furthers the public awareness of the JFW program, and can enhance the reputation of the AJFWA. Generally, small scale fundraising efforts take place at the club level based on specific needs. Major, large scale fundraising initiatives are planned and implemented at the Sub-Council and Provincial Board levels to benefit a larger segment of the membership.

Procedure

- All fundraising activities at all levels should protect the reputation of the Junior Forest Warden brand, including clubs, Sub-Councils, and the Provincial Board.
- Fundraising initiatives should align with the AJFWA Mission, Vision and Value Statements.
- Proposed club level fundraising initiatives over \$5,000 should be reviewed and approved by the Sub-Council or Provincial Board or Executive Committee before proceeding.
- Any corporate sponsorship of interest, where significant fund development beyond the local needs is possible, should be forwarded to the AJFWA Executive Committee.
- Fund Development activities must be done in keeping with the Charitable Fundraising Act of Alberta – Standards of Practice
- Clubs, Districts or Members must consult in writing the AJFWA Executive before approaching a fundraising partner/supporter of AJFWA with whom we have a continued relationship.

Casinos

AJFWA may participate in provincial casinos. Member participation is encouraged and disbursement of funds to clubs and regions is partially based on member participation.

Procedure

- To be eligible for receipt of casino funds Clubs and District/Regions must be fully in Good Standing at the date of the casino.
- The AJFWA treasurer is responsible for compiling the report confirming members in good standing at the date of the casino and the date of casino allocations becoming available.
- The funding allocation will be based on the total funds available, the impending casino cycle, and the fiduciary responsibilities of AJFWA.
- Allocations to clubs are based on the number of wardens from families in Good Standing at the time of the casino. The AJFWA board will decide on the disbursement.
- Once the funds become available, they will be calculated and required documentation sent out to eligible Clubs and Regions/District.
- Forms must be completed and returned to AJFWA before cheques/e-transfers are sent out.

Source - Operations Manual - Club Finances

Source – Charitable Fundraising Act – Standards of Practice, Service Alberta Source -

AJFWA Public website - Supporters

Policy 4E – Budget Policy

Budgets should be part of all levels of JFW council governance for year to year planning to ensure financial stability. Treasurers, in consultation with their councils and Executive, are responsible for creating proposed budgets.

Procedure

- The Provincial Board Treasurer presents a proposed budget for the coming year to the AJFWA board members at a budget meeting. Once the budget has been approved by the majority in attendance at this meeting it is considered set for the year and presented for information at the next regular Provincial Board meeting. In extenuating circumstances of large monetary fluctuations the budget may be adjusted by the treasurer and then the revised budget must be approved at another budget meeting.
- The Sub-Council Treasurer presents a proposed budget for the coming year to their Council.
- The Club Treasurer in consultation with the Club Coordinator will develop a financial plan for the coming year (budget) for the club.
- The club budget should also be presented / reviewed by the Club Executive, Parent Council, or Leaders (i.e. by adult members).
- Club budgets should be reviewed prior to their submission with the club charter.

Source - Club Level Budgeting - Operations Manual

Policy 4F – Purchasing Policy

Purchasing of services and equipment occurs regularly within committee work and all JFW councils, and is accomplished through accounts or reimbursed expenses.

Procedure

- Purchases made by members or others should be supported in the appropriate budget, or in an act of motion of the council / committee meeting, and recorded in the minutes. ○ Generally, consumptive or operational costs are found within a specified budget, whereas capital purchases are found in motions of the council, approving the expense, but neither are limited to either way.
- A transparent, three (3) quote process is engaged for all major purchases as defined by the council or committee by obtaining quotes from (3) unrelated businesses offering comparable services.
 - Evidence of tender will be recorded and included in monthly reports, indicating parties solicited and tenders received.
 - From time to time, it may not be possible, or in the best interests of the association, to adhere to the three quote process for services. In this case, a formal motion to engage the exception clause (with background provided) would be made to allow services to be secured without having procured three quotes. The motion would pass by majority vote. Examples of where the exception clause may be of benefit are:
 - A “niche” product or service, that is not available from multiple sources; A professional, where maintaining a relationship based on past work is of benefit to the association (lawyer, accountant, consultant, etc.).
- To avoid conflicts of interest, patronizing businesses owned or operated by members should be avoided unless they are unquestionably “the best option”.
- Purchases should always be done with a consideration of lowest cost and greatest value to the committee / council.
- Purchases for exclusive use of an individual:
 - All items purchased for the exclusive use of a member to aid in their capacity or to fulfill their elected or appointed role will:
 - Be detailed in a report or proposal offered to a meeting agenda of the council;
 - Be approved by a motion of the council and recorded in the minutes;
 - Remain the property of the council from which it was funded;
 - Be purchased using a “lowest cost option” philosophy, or cost sharing with the individual by the council’s option. Where possible, the preferred method of payment is by account with the business providing the equipment or service, and through issuance of a cheque/ e-transfer from the Treasurer.

Source – AJFWA Bylaw 7.7

Policy 4G – Spending Policy

Regular spending of AJFWA funds occurs at both committee and director / executive levels to fulfill needs of the association.

Procedure

- Spending of AJFWA funds can occur through established accounts with suppliers or service providers, through private funds, (expenses to be reimbursed later, or through the use of a corporate credit card).
- Spending of AJFWA funds by members or others must be supported in the appropriate budget, or in an act of motion of the council / committee meeting that is then recorded in the minutes. ○ Generally, consumptive or operational costs are found within a specified budget, whereas capital purchases are approved in motions of the council, approving the expense, but neither are limited to either way.
- AJFWA Board Executive spending will:
 - Be detailed in its monthly reporting report to the Board;
 - Not exceed the maximum of \$500 (single item) cost without Board approval of the item/s.
 - Where an AJFWA corporate credit card is held by a member of the Board or Executive, the member will adhere to the special policy for usage and reporting as detailed and required by the Board*.

*Currently AJFWA does not use a corporate credit card and thus does not have a specific policy to guide its use.

Source – AJFWA Purchasing Policy 4F

Policy 4H – “Tooling Up” Policy (Board Member Provision)

Members of the Board and Executive are expected to be fully engaged within their position, which requires participating in teleconference meetings, email circulation and social media, production of written reports, and review of electronic files, just to name a few. To fulfill these tasks, special equipment is usually needed, but is not a requirement to take on a portfolio. To aid in Board member effectiveness, the Board can assist in providing the needed equipment, or offer “cost sharing” to help members “tool up” for their position.

Due to the (in most cases) exclusive use of the tangible items afforded by this policy, it is critical that the need is fully understood and does not appear to be a “perk” of the position. To avoid this, a reasonably restrictive limit should be established for items, and approved in motion at the Board level.

Examples of items covered under this policy would be a laptop computer for a Board Secretary, that needs to be portable in her/his position, or a still or video camera for a communications chairperson tasked with capturing high quality images for reproduction in JFW media.

Procedure:

- Members will detail in their monthly report, will identify and detail their need for an item to be used in an AJFWA capacity, in their monthly report, and specify the researched cost options and vendors to fill the need.
- The Board will approve the proposed item in full, or offer a cost sharing option if the proposed item is deemed “greater” than what is required to fulfill the need.
- As the costs of technology and electronics constantly change, the Board may exercise the right to approve less or more of the approved maximum on a case by case basis.
- All purchased items or cost shared items remain property of the Board during the member’s term.
- Personal computers A limit of \$1,000 including hardware, software and applicable taxes per member;
- Camera A limit of \$500 per member;
- External hard drive A limit of \$100 per member;
- Other items have a limit to be determined at the Board’s discretion.

Due to the need for regular upgrading of operating systems and software, it is not in the Board’s interest to accumulate used equipment following the departure of a Board member who has used this policy to “tool up”. As such, the following two (2) clauses should be initiated when the situation dictates.

“Liquidation Clause”

- Upon completion of a member’s term of office, any item purchased under this policy may be retained, or disposed of at the discretion of the Board. This may include the option of gifting it to the departing Board member once files have been copied.

“Buyout Clause”

- If the member leaves their position prior to completion of their term, they can “buy out” the purchased or cost shared item at a prorated cost to mitigate the Board’s investment.

Policy 4I - Expense Claims

People who purchase pre-approved items on behalf of clubs, Sub-Councils, or the AJFWA are to be reimbursed for the cost of their purchase. Likewise, travel expenses incurred on AJFWA business by members or others should be reimbursed.

Procedure

- Submissions of expense claims are to be detailed in full using the most recent version of the AJFWA expense claim form in hard copy, and accompanied by the supporting original receipts. ○ Electronic copies may be accepted as original for payment of expenses, as decided by the respective council.
- Expenses accrued by members or others should be supported in the appropriate budget, or in an act of motion of the council / committee meeting and recorded in the minutes. ○ Generally, consumptive or operational costs are found within a specified budget, whereas capital purchases are found in motions of the council, approving the expense.
- Personal and association expenses should be submitted at the end of each month (within 30 days of accrual).
- No member can approve their own expenses, and should seek alternative Executive approval (mainly, but not limited, in respect to Treasurers).
- Travel / personal expenses
- Executive council members are required to travel to represent their office or Board at events at their discretion. Expenses for such travel do not require prior approval. Board members require their travel expenses approved at a prior meeting.
- Reasonable meal and lodging expenses are pre-approved when dictated by weather, travel distance to an event, and/or extended time away from their respective home base.
- Mileage is paid for kilometres travelled while representing your office or Board when operating your personal vehicle.
- Reasonable long distance and roaming charges can be expensed with supporting detail, but regular, patterned telephone expenses require council approval.

Source – AJFWA Bylaws 7.7.2

Source – Expense Template for all Councils Appendix 7K

Policy 4J - Financial Audits

The requirement for financial audits is addressed through a number of respective bylaws. Internal audits take place at all levels (club, district and provincial), and external, professional audits are an option that any council may choose to exercise for various reasons.

Procedure

- Clubs and Sub-Councils should review their financial information annually, and complete an audit where required in keeping with their bylaws.
- AJFWA books and records are retained by the AJFWA Treasurer.
- An internal annual audit of AJFWA financial statements is accomplished by volunteer members of the association. Internal audit information is provided quarterly by the Board Treasurer.
- A professional, external audit of the AJFWA financial statements may occur annually, at the discretion and request of the AJFWA Board, or at the request of the audit committee.
- AJFWA audited financial statements are presented at the AJFWA AGM, typically held in April of each year.

Source - Books and Records - Bylaw 7.5.3

Source - Annual Audit Requirement - Bylaw 6.5.3, Bylaw 7.2.2

Source - District Books and the Audit Process

Source - Club Level Books and the Audit Process

Source - Who Conducts the Provincial Audit - Bylaw 7.2.3

Policy 4K - Privacy Policy

AJFWA is committed to respecting the privacy of everyone who is part of the organization - Wardens, Warden families, members, member families, volunteers, and employees. It does this by adhering to the privacy principles set forth in Schedule 1 of The Personal Information Protection and Electronic Documents Act (PIPEDA).

The purpose of this privacy policy is to inform the public about AJFWA's practices relating to the collection, use and disclosure of personal or financial information. This information may be collected by AJFWA through the filling out of AJFWA forms or otherwise providing information in order to participate in AJFWA events, or through our website. By completing the forms (either yourself or on behalf of your child or ward), by participating in our events, or by using our website, you consent to the collection, use and disclosure of your (and your child's or ward's if applicable) personal or financial information, in accordance with the following terms and conditions.

AJFWA collects only the personal and financial information necessary to provide attentive and responsible youth programs; to meet the individual development needs of each prospective Warden, Warden family, member, member families and employees; to provide emergency health care and to ensure a safe and secure environment; and to meet applicable regulations. Name, address, birth date and financial information concerning registration, activities, events and honours and awards received, form a permanent record for Wardens, members and employees. All other information (including medical information) is kept only as long as required to fulfill the purposes identified, unless permission is obtained from the individual providing the information.

AJFWA will only use the personal or financial information obtained from Wardens, Warden families, members and employees for the purposes for which it was collected, and will not disclose the information for other purposes, except as required by applicable law or with the consent of the individual member.

AJFWA reserves the right to disclose personal and financial information to a third party if a law, regulation, search warrant, subpoena or court order legally requires or authorizes us to do so.

AJFWA will not sell or rent any personal or financial information to third parties and only share your personal information with third parties as described in this policy.

All personal and financial information provided to AJFWA will be maintained in a secure manner to ensure that its use is limited to the purposes for which it was collected.

AJFWA makes all reasonable efforts to ensure that any personal information collected is protected against loss and unauthorized access by maintaining physical, electronic and procedural safeguards in compliance with applicable Canadian and provincial regulations. This protection applies in relation to information stored in both electronic and hard copy form. Access to personal information is restricted to selected members and employees. In addition, AJFWA employs generally accepted information security techniques to protect personal information against loss and unauthorized access.

Policy 4L - AJFWA Record Keeping Policy

Books and records are normally kept at the registered office of the AJFWA, located in Alberta. The Provincial Board Secretary has overall responsibility for the maintenance of non-financial AJFWA books and records. The Provincial Board Treasurer is responsible for the maintenance of financial AJFWA books and records. All records are to be kept on the google drive with permission to access as directed by the board.

At the Sub Council and Club Council levels, for the duration of their respective positions, the Treasurer retains all pertinent financial documents, records and reports, while the Secretary retains records of all meetings and communications. These records follow the position and are stored in a manner decided by each sub council/ club council levels with access transferred to incoming Treasurers and Secretaries or in their absence, a Club Executive.

Procedure

- Procedures need to be replicated for the district level and the club level.
- All AJFWA financial records are open for inspection by members.
- The Provincial Board Secretary keeps and files all necessary books and records of the AJFWA as required by the bylaws, the Societies Act, or any other standards or laws. ● If there is any doubt as to whether records should be archived, they should be archived. ● Backup records should be stored at a separate, secure site.
- Records can be destroyed after seven (7) years.

Source - Keeping and Inspection of the Books - Bylaw 7.5, Bylaw 7.5.3

Source - Open for Inspection - Bylaw 7.5.7

Source – Service Alberta – Not for Profit Society Obligations

Policy 4M - Membership Fees and Activity Fees

The annual membership fees are collected from JFW members by clubs in conjunction with the receipt of club registration fees. This amount (set annually at the AJFWA AGM) is paid by clubs to AJFWA with the charter package in October each year. In addition to membership and registration fees, activity fees are paid by JFWs to participate in certain activities. The amount of these fees depends on the activity.

Procedure

- The Provincial Board recommends the amount of the annual membership fee that is ratified at the AGM.
- The annual membership fee is collected by the club and forwarded to the AJFWA. If members move to a new club during the year, their AJFWA membership is transferred free of additional charges.
- Clubs set their own annual registration fee based on their specific requirements.
- Sub-Councils have the option to request an additional fee from members and clubs within their area
- Activity and registration fees should be kept as low as is reasonable to make the program as attractive as possible to new and prospective JFWs.
- Wardens who join a club during the year may have their activity fees prorated. This is a club decision.
- Wardens who join a club during the year may have their AJFWA membership fees prorated, or waived, at the discretion of the Board.

Source - Club Dues to the Provincial Treasurer - Operations Manual

Source - JFW FAQ, Operations Manual

Source - Bylaw 4.3.1, Bylaw 4.3.2, and Bylaw 4.3.3.

Source - Recommended Club Annual Membership Fee - Bylaw 4.3.2,

Policy 4N - Insurance Coverage

AJFWA maintains insurance coverage to protect the public and to protect JFWs, Leaders, adult members, and all governing councils. Policies cover commercial and general liability, and directors and officers insurance.

Commercial General Liability Policy - \$5,000,000

- This policy is for the general operations of Junior Forest Wardens across Canada, covering the various indoor and outdoor programming that falls under the “four pillars”. It names as insured, all Junior Forest Warden members listed on current charters.
 - This policy focuses on coverage for bodily injury and property damage resulting from actions by members. A full listing of inclusions and extensions is available upon request, as well as Letter of Coverage for rental agreements

Directors and Officers Policy - \$2,000,000

- This policy is designed to cover the individuals named on all Councils operating under the AJFWA, including Club and Sub-Councils. It is additional coverage beyond the Commercial General Liability where actions of the Council and its individual members could be named in a legal suit.

Procedure

- All clubs and the Alumni are required to submit annual charter documentation to become a “club in good standing”. When these documents are received, all named members on that charter are considered insured under the 3rd party liability policy.
- Clubs whose charters are not complete prior to the due date of each year are not covered by the AJFWA insurance policy until they are “in good standing”.
- All governing councils (Sub-Council and Provincial) are required to submit names and contact information of council members to the AJFWA insurer for coverage under the directors and officers insurance policy.

Source - Policy Held by AJFWA - Operations Manual

Source - Annual Waiver - Operations Manual

Source - Deductibles and Items that are Not Covered - Operations Manual

Source - Commercial General Liability Directors/ Officers Policy/ Hub Intl Phoenix Insurance Brokers 37

Policy 40 – Event-Based Financial Management

All AJFWA events, and those sponsored or supported monetarily by AJFWA that collect registration fees, must have accurate, detailed accounting records maintained and preserved. In addition to registration fees, events may have other revenue streams including an onsite store, silent auction, donations and user-pay session fees. All revenue (income) and disbursements (expenses) are to be tracked and reconciled with subsequent deposits and expenses paid in a timely and accurate manner. Before a budget can be passed the revenue for the event must be accounted for in writing. If the funds do not manifest before the registration for the event the budget will be deemed invalid and rescinded by the AJFWA Treasurer.

Procedure

- The Event Chairperson will ensure that AJFWA committee protocol (appendix 7H) requirements are met in all respects, including budget, reporting and financial reconciliation.
- Accurate records of all revenue and expenses for the event will be kept, including but not limited to, registration and session fees, onsite store sales, donations, silent auction proceeds, and expenses (through all methods including cash, cheque and electronic fund transfers).
- Where cash and cheques are to be handled on site, two (2) clearly identified individuals unrelated by family or household will be designated as authorized to sign off on transaction reports and hold funds for deposit during the event.
- Specific to event-based activities such as an onsite store and silent auctions, the Event Chairperson shall ensure;
 - A reasonable cash float, drawn from a club, AJFWA or alternative and the source and amount clearly identified;
 - A daily record is kept of transactions, reviewed and reconciled at the close of each business day and certified correct, by signature, by those authorized by the committee;
 - All cash and cheques collected are transferred to the committee authorized individuals.
 - The float is returned to the identified source promptly within 7 days.
- All transactions (revenue, expenses and refunds) are supported by receipts (issued and received).
- Within 30 days following the event, a final report is due to AJFWA, to include complete financial reporting
- All AJFWA purchased merchandise and swag for AJFWA events should not be dated with the year. At the conclusion of the event any remaining items will be taken to the AJFWA storage to be held for another event and/or sold in the AJFWA store. If a District/club wants to purchase any of such items they would be invoiced by the AJFWA treasurer.

JFW Sub-Councils and clubs should follow a similar model for event-based financial management as pertains to cash handling and supporting documentation

Source – AJFWA Committee Protocol, appendix 7H

Source – AJFWA Refund Policy 4Q

Source- - AJFWA Event committee Event support template

Policy 4Q – Refund Policy

In the course of delivering services to members, AJFWA councils and committees charge and receive funds for various fees and purchases. Following the acceptance of funds for material goods and services, there may at times be a need to refund the purchaser due to circumstances brought on by either party. Requests for refunds will be reviewed and, upon approval, completed in a timely manner.

AJFWA has identified three (3) potential income areas that would require a refund and/or return policy:

- Membership fees
- Registration fees
- Purchase of goods (club and individual) returns and refunds

Procedure

AJFWA membership fees

- Membership fees are due on October 15th of the club year. Full refunds on these fees are granted until November 30th of the club year. Beyond that date, no refunds are given.
- Registration fees
- Event registration information will state closing dates for registration, and indicate the deadline for refunds (prior to the close of registration).
- All refunds will be less than a 10% administration fee retained by the organizer. In cases where the event is cancelled by the organizer, full refunds are given.
- No refunds will be granted after the closing date of registration.

Purchase of goods

- Goods that are purchased both online and occasionally “onsite” at JFW events are returnable if in new (original) condition:
- Returns must be done within 30 days of receipt of goods;
- Returns based on store error will include original shipping costs.
- Refunds for goods returned that are not based on an administrative error will have the 15% shipping and handling fee retained, and will also have an additional 15% held back if goods were returned at a cost to AJFWA.

General procedures

- Refunds are made to the payer of funds (not necessarily the registrant / purchaser).
- All refunds are made by cheque or e-transfer and completed within 30 days following the event.

Source – Event-Based Financial Management – Policy 40

Policy 4R – Bad Debt / Arrears Policy

In the course of charging and receiving payment for fees, goods and services, from time to time purchasers may not complete payment on time, and fall into arrears with AJFWA, clubs or councils. Reasons for this can vary from accidental to extenuating circumstances, but in all cases should be handled with discretion.

Procedure

- The individual or group that has fallen into arrears will be advised of the details of the debt, including the purchase, current balance, options for payment and any repercussions of the accumulated bad debt.
- Non-payment of event registration fee may jeopardize their registration to that event.
 - No further shipments of goods will be made until debt has been reconciled.
 - Registration for future events can be denied until debt has been reconciled.
 - Payment can be made by cheque, and electronic fund transfer, and should be completed within 30 days of notification being received.
- In the case of bad debt born from an NSF cheque, the creditor may revoke the option of cheque payment by the debtor in future circumstances.
- With discretion, the creditor holding the NSF cheque may communicate the details of the situation to other potential creditors within JFW, with the purpose of reducing financial exposure to further bad debt.
- Clubs, councils and committees needing assistance with reconciliation of bad debt with a member or group within JFW, can refer the issue to the AJFWA Member Services Committee.
- Payment can be made by CLUB cheque, or electronic funds transfer. Personal cheques are no longer accepted by AJFWA.

Policy 4S – Financial Assistance Policy

As the JFW membership is composed of individuals and families from all financial positions, it is likely that clubs, councils and event organizers will encounter situations where members may be burdened with financial hardship such that assistance may be required to allow them to take part. Where this need is identified either by request or observation, once validated, every effort should be made to offer financial assistance to the level appropriate to the circumstance.

The two (2) member classifications that may be identified as “in need” are:

- Warden members
- Adult members

Procedure

Membership / registration fees

- The club collecting the JFW registration is in the best position to assess the need for financial assistance. The club should extend assistance deemed appropriate, or develop an agreement with the family on attendance or participation in a supporting role such as fundraising efforts, in exchange for waiving registration.
- Upon request, AJFWA can waive its annual AJFWA membership fee.

Event registration fees

- Members can apply in writing for financial assistance directly to the event organizer, detailing the specific event, the member(s) needing assistance, how much funding is required, and the circumstances leading to the application.

General procedures

- Preference for financial assistance is given to Warden members above adult members, except where the adult member must also attend with the Warden.
- A member can apply to AJFWA for financial assistance for JFW events and fees at any time, but not for a debt previously accrued.
- All applications for financial assistance will be dealt with using discretion and compassion.

Source – Club Finances - Operations Manual

Policy 4T – Credit Card Use Policy

A credit card provides AJFWA to effectively and efficiently make purchases in relation to the Board of Directors approved AJFWA budget. The Board of Directors approves the issuance of any AJFWA credit cards. Any credit cards issued will be issued in the name of AJFWA and only one user, the AJFWA Treasurer is authorized to make purchases on this card. Internal controls are required to minimize risks of misuse of the card and will be strictly adhered to and monitored by the AJFWA Board. This card has a total limit of \$2000. Changes to this credit limit must be authorized by a motion from the Board of Directors. Purchases made by credit card must follow all AJFWA financial policies in addition to the following restrictions.

Procedure:

Eligibility - Purchases may only be used for official business of the AJFWA. Only items that have been approved in the current AJFWA budget are eligible. In addition, purchases by credit card are only eligible if all other options of payment (i.e. e transfers, cash or cheques) are not viable. Any purchases must be within the current budget line amounts and require signing authority approval in advance of the purchase.

Prohibited Uses: - Cash advances, bank cheques, travelers cheques and electronic cash transfers are not permitted uses for this card. Credit cards may not be used for personal expenses even if these expenses are incurred for AJFWA business. The card may never be used for purchases of alcohol, cannabis, gambling or adult content.

Unauthorized Charges - Unauthorized credit card purchases and charges without appropriate documentation are the responsibility of the treasurer, including any related late fees and interest. Unauthorized charges will result in the issue being referred to member services and could possibly result in suspension of membership, criminal prosecution and repayment of incurred debt.

Required documentation - Receipts are required to support all charges. Receipts must clearly show the vendor, the date of purchase, and the purpose for which the expense was incurred.

Statement Reconciliation - Credit card statements along with receipts for all items on the statement will be reconciled by the book keeper and the treasurer (finance committee?) within 15 days of the statement date. The statement should be reviewed for unrecognized charges or potential fraud. If such items are found the treasurer will seek to rectify these charges immediately. The credit card statement is included as a part of the monthly treasurer report. The audit committee will also annually review the integrity of the credit card statements.

Statement Payment - Payment to the credit card for authorized purchases must be made within 10 days of their authorization. This will ensure that there is no accumulation of unpaid purchases past the statement deadline. The treasurer will review the statements to ensure there is no outstanding balance each month. The treasurer will not allow interest charges to be incurred.

Transfer of Card Possession - The treasurer must immediately surrender the card to the president when the treasurer's affiliation with that position has ended. The President would then turn the card over to the new treasurer once their signing authority is established. The president does not have authority to use the card.

Section 5 Youth and Adult Protection Policy

Context - AJFWA must protect youth and adults from harm. The various Codes of Conduct should provide guidance on member protection. The relevant Policies and Procedures provide context and a process to ensure the proper handling of an occurrence. In handling any case within this section, if there is a breach of provincial or federal law, or where the seriousness of an infraction requires the proper authorities be notified, engaging the authorities will be supported by AJFWA.

Policy 5A(i) - Drug and Alcohol Use

Drug and alcohol use by JFWs at Club, Sub-Council, or AJFWA events or activities has a negative impact on JFW safety, and harms the reputation of the club and the AJFWA as a whole. While consumption of alcohol by adults at certain JFW events is not prohibited, it is also not encouraged. AJFWA supports and upholds the laws of the Government of Alberta, and respects the regulations specific to venues rented by them.

Procedure

- All Club Coordinators, Leaders and adult members should be briefed on drug and alcohol policy, how to recognize drug and alcohol use and/or abuse, and how to avoid it.
- It may be necessary for the Club Coordinator to conduct 'drug and alcohol' refresher training for Leaders and adult members on a regular basis.
- When a member witnesses or suspects a Warden of using drugs or alcohol at a JFW event or activity, they should immediately inform a Club Coordinator or Event Chairperson and/or the most senior AJFWA adult members available. This includes Wardens aged 18 years.
 - Wardens found using, in possession of or under the influence of illegal substances (including illegal drugs or alcohol) will be removed from the activity and isolated while the most senior AJFWA members are brought to the isolated individual(s).
 - Accurate details of the circumstances and offence(s) are recorded while arrangements are made for the offending individual(s) to be removed from the event venue.
 - A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
- When a member witnesses or suspects an adult member of using drugs or alcohol at a JFW event or activity where it is inappropriate or prohibited by AJFWA / venue policy, they should immediately inform a Club Coordinator or Event Chairperson (or most senior).
 - Adults found using, in possession or under the influence of illegal drugs will be removed from the activity and isolated while the most senior AJFWA members are brought to the isolated individual(s).
 - Accurate details of the circumstances and offence(s) are recorded while arrangements are made for the offending individual(s) to be removed from the event venue. A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
 - Adults found drinking, or under the influence of alcohol where prohibited, will be removed from the activity and isolated while the most senior AJFWA members are brought to the isolated individual(s).
 - Accurate details of the circumstances and offence(s) are recorded and retained.
 - A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
 - Adults found drinking, or under the influence of alcohol where deemed inappropriate

should be escorted to an appropriate location.

- The adult should be advised of the inappropriate nature of the act.
- Accurate details of the circumstance are recorded and retained.
- A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
- Upon receipt of the detailed report, the AJFWA Board will review and recommend action through the AJFWA Member Services Committee.
- The name of the JFW who used alcohol or drugs will not be made public by AJFWA.

Policy 5A(ii) -Smoking and Vaping Policy

Smoking and vaping of any substance allowed under the law of the land shall be permitted only in area(s) designated by the event organizer.

Source - Code of Conduct 7A,B,C,D,E

Policy 5C - Dangerous Behaviour

Dangerous behaviour by JFWs at Club, Sub-Council, or AJFWA events or activities can have a negative impact on JFW safety, and harms the reputation of the club and the AJFWA as a whole. Examples of dangerous behaviour are any acts where persons exhibiting the behaviour, bystanders and unwitting participants may be harmed by an individual or group's behaviour. This can include but not limited to: running with or throwing a knife in a crowd, operating a vehicle recklessly, elevated levels of practical (harmful) joking, etc.

Procedure

- All Club Coordinators, Leaders and adult members should be briefed on dangerous behaviour and how to report it and avoid it. There is a need for training and/or information related to dangerous behaviour.
- It may be necessary for Club Coordinators to conduct 'dangerous behaviour' refresher training for Leaders and adult members on a regular basis.
- When a Leader or adult member witnesses or suspects a JFW of dangerous behaviour at a JFW event or activity, they should immediately intervene to stop the dangerous behaviour and then inform the Club Coordinator or Event Chairperson, who will involve help as required to deal with the issue.
 - The Club Coordinator or Event Chairperson will decide (along with the witness) whether the incident was due to inexperience or malice.
- JFWs who behave dangerously due to inexperience will be reprimanded / educated immediately by the Club Coordinator or Event Chairperson.
- JFWs who behave dangerously due to malice (in the opinion of the Club Coordinator or Event Chairperson) will be removed from the activity and isolated while the most senior AJFWA member(s) are brought to the individual(s).
 - The Club Coordinator, Event Chairperson and/or the most senior AJFWA member will decide following a reprimand of the individual to reintroduce them to the activity, have them remain isolated, or to have them removed from the event venue.
 - Accurate details of the circumstances and offence(s) are recorded and retained.
 - A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
 - The Club Coordinator (and/or witness) will report the details of the dangerous behaviour (due to malice) to the AJFWA Executive Committee, and the Executive Committee will decide what to do - reprimand, suspend, or expel.
 - Upon receipt of the detailed report, the AJFWA Board will review and recommend action through the AJFWA Member Services Committee.
 - A reprimand may be sufficient for a first infraction.
 - The name of a JFW who behaves dangerously will not be made public by AJFWA.

Source - Code of Conduct 7A,B,C,D,E

Policy 5C - Inappropriate Behaviour

Inappropriate behaviour by JFWs at Club, Sub-Council, or AJFWA events or activities can have a negative impact on JFW safety, and harms the reputation of the club and the AJFWA as a whole. Examples of inappropriate behaviour are any acts that are deemed disrespectful, or cause an undesirable disruption by an individual, couple or group's behaviour. This can include but is not limited to: foul or racially charged language, lewdness, overt displays of public affection, fraternization among Wardens or among consenting adults at a JFW shared venue, etc.

Procedure

- All Club Coordinators, Leaders and adult members should be briefed on inappropriate behaviour and how to report it and avoid it. There is a need for training and/or information related to inappropriate behaviour.
- It may be necessary for Club Coordinators to conduct 'inappropriate behaviour' refresher training for Leaders and adult members on a regular basis.
- When a Leader or adult member witnesses or suspects a JFW of inappropriate behaviour at a JFW event or activity, they should immediately intervene to stop the inappropriate behaviour and then inform the Club Coordinator or Event Chairperson, who will involve help as required to deal with the issue.
 - The Club Coordinator or Event Chairperson will decide (along with the witness) whether the incident was due to ignorance or disregard.
- JFWs who behave inappropriately due to ignorance will be reprimanded / educated immediately by the Club Coordinator or Event Chairperson.
- JFWs who behave inappropriately due to disregard (in the opinion of the Club Coordinator or Event Chairperson) will be removed from the activity and isolated while the most senior AJFWA member(s) are brought to the individual(s).
 - The Club Coordinator, Event Chairperson and/or the most senior AJFWA member will decide, following a reprimand of the individual, to reintroduce them to the activity, have them remain isolated, or to have them removed from the event venue.
 - Accurate details of the circumstances and offence(s) are recorded and retained.
 - A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
 - The Club Coordinator (and/or witness) will report the details of the inappropriate behaviour (due to disregard) to the AJFWA Executive Committee, and the Executive Committee will decide what to do - reprimand, suspend, or expel.
- Upon receipt of the detailed report, the AJFWA Board will review and recommend action through the AJFWA Member Services Committee.
- A reprimand may be sufficient for a first infraction.
- The name of a JFW who behaves inappropriately will not be made public by AJFWA.

Source - Code of Conduct 7A,B,C,D,E

Policy 5D - Threatening and Bullying

Threatening or bullying behaviour by JFWs at Club, Sub-Council, or AJFWA events or activities has a negative impact on JFW safety, and harms the reputation of the Club and the AJFWA.

Procedure

- All Club Coordinators, Leaders and adult members should be educated of the potential of threatening or bullying behaviour occurrences, how to recognize it, and how to deal with it.
- It may be necessary for the Club Coordinator to conduct 'bully' refresher training for Leaders and adult members on a regular basis.
- When a Leader or adult member witnesses or suspects a JFW of bullying or exhibiting threatening behaviour at a JFW event or activity, they should immediately inform the Club Coordinator or Event Chairperson.
- The Club Coordinator or Event Chairperson will involve help as required to deal with the issue.
- JFWs who exhibit threatening or bullying actions (in the opinion of the Club Coordinator or Event Chairperson) will be removed from the activity and isolated while the most senior AJFWA member(s) are brought to the individual(s).
 - The Club Coordinator, Event Chairperson and/or the most senior AJFWA member will decide, following a reprimand of the individual, to reintroduce them to the activity, have them remain isolated, or to have them removed from the event venue.
 - Accurate details of the circumstances and offence(s) are recorded and retained
 - A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
- Upon receipt of the detailed report, the AJFWA Board will review and recommend action through the AJFWA Member Services Committee.
- A reprimand may be sufficient for the first infraction.
- The name of the JFW who threatened or bullied will not be made public by AJFWA.
- A second incident of threatening or bullying behaviour may be grounds for permanent expulsion.

Source - Code of Conduct 7A,B,C,D,E

Policy 5E - Discrimination

Discrimination against individuals (including JFWs, Leaders and adult members) is usually based on one or more of the following:

- Race
- Language Skills
- Gender
- Country of Origin
- Weight or Height
- Religion
- Disabilities
- Sexual Orientation

Discrimination that is intended to harm JFWs or anyone else at Club, Sub-Council, or AJFWA events or activities is not acceptable behaviour. Discrimination can harm the reputation of the club and the AJFWA as a whole.

Procedure

- All Wardens and members should be briefed on discrimination and how to avoid it.
- It may be necessary for the Club Coordinator to conduct 'discrimination' refresher training for Leaders and adult members on a regular basis.
- When a Leader or adult member witnesses or suspects an individual of discrimination at a club, district, or AJFWA event or activity, they will immediately involve the Club Coordinator or Event Chairperson.
- The Club Coordinator or Event Chairperson will involve help as required to deal with the issue.
- JFWs who exhibit discriminatory behaviour – verbal or physical (in the opinion of the Club Coordinator or Event Chairperson) will be removed from the activity and isolated while the most senior AJFWA member(s) are brought to the individual(s).
 - The Event Chairperson and/or the most senior AJFWA member will decide, following a reprimand of the individual, to reintroduce them to the activity, have them remain isolated, or to have them removed from the event venue.
 - Accurate details of the circumstances and offence(s) are recorded and retained.
 - A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
- Upon receipt of the detailed report, the AJFWA Board will review and recommend action through the AJFWA Member Services Committee.
 - The name of the JFW who practiced discrimination will not be made public by the AJFWA.

Policy 5F - Theft and Stealing

Theft by any member at a JFW event or activity has a negative impact on the reputation of a club and the AJFWA as a whole. It is also important that Wardens, Leaders, and adult members work to reduce opportunities for theft.

Theft can be encountered at levels ranging from personal items such as outdoor gear or small amounts of cash, to wanton acts of embezzlement of club or event funds. All acts are counter to our program's reputation and health, and must be dealt with to deter and prevent reoccurrence.

Procedure

- All Wardens, Leaders and adult members should be observant for “theft of opportunity” and reduce the potential by:
 - Ensuring that valuable items are not left open and available to theft;
 - Requiring engagement of policy on event financial management, committee report protocol and audit requirements to ensure the accurate and honest accounting of funds.
- When a Leader or adult member witnesses or suspects a member of theft at a club, district, or AJFWA event or activity, they will immediately involve a Club Coordinator or Event Chairperson, or a member of the AJFWA Board.
- Members who are suspected of or caught stealing will be removed from the activity and isolated while the most senior AJFWA member(s) are brought to the individual(s). The Event Chairperson and/or the most senior AJFWA member will decide, following a reprimand of the individual, to reintroduce them to the activity, have them remain isolated, or to have them removed from the event venue.
- Accurate details of the circumstances and offence(s) are recorded and retained.
- A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
- Upon receipt of the detailed report, the AJFWA Board will review and recommend action through the AJFWA Member Services Committee. A reprimand may be sufficient for the first infraction, but more grievous acts of theft may result in termination of membership and criminal charges.
- The name of the JFW who engaged in theft will not be made public by AJFWA.

Source – Event-Based Financial Management Policy 4O

Source - Financial Audit Policy 4J

Source - Committee Protocol 7H

Policy 5G - Sexual Harassment

Sexual harassment happens when one person makes another person feel anxious or uncomfortable through unwanted flirtation and/or touching, inappropriate talk or offensive gestures. Sexual harassment may be evidenced by the possession of offensive social media or other forms of media sharing, and it can also happen when Wardens or members are in possession of or share such inappropriate items in printed form.

Sexual Harassment by JFWs, Leaders or adult members at Club, Sub-Council, or AJFWA events or activities has a negative impact on JFW safety, and harms the reputation of the club and AJFWA as a whole.

All members should be briefed on sexual harassment and how to guard against it. It may be necessary for the Club Coordinator to outsource appropriate professionals to conduct 'sexual harassment' prevention training on a regular basis, as occurrences of sexual harassment may be obvious, or quite subtle, but all are valid and cause for attention.

To avoid any possibility that sexual harassment COULD take place, or interpreted as such, older JFWs, Leaders and adult members should avoid being alone with JFWs.

Procedure

- All Leaders and adult members should be briefed on what sexual harassment is and how to guard against it. It may be necessary for the Club Coordinator to conduct refresher training on a regular basis.
- A Leader or adult member who witnesses sexual harassment at a club, district, or AJFWA event or activity will immediately involve a Club Coordinator or Event Chairperson.
- The Club Coordinator or Event Chairperson will immediately engage the individual(s) perpetrating the act of sexual harassment in an effort to cease the action.
 - The individual(s) will be removed from the activity and isolated while the appropriate members are brought to the isolated individual(s) to deal with the situation.
 - The individual(s) should be advised of the inappropriate nature of the act;
 - Accurate details of the circumstances and offence(s) are recorded and retained;
 - A detailed report is filed promptly with the AJFWA Board for possible future disciplinary action.
- Upon receipt of the detailed report, the AJFWA Board will review and recommend action through the AJFWA Member Services Committee.
- Inappropriate items will be confiscated.
- Adult members of AJFWA should avoid private conversations with Wardens unless another adult Leader is present.
- The names of members involved in a reported sexual harassment incident will be kept confidential where possible

Policy 5H – Transportation of Wardens

Wardens under 18 years of age must not travel alone in a car with a non-family older JFW, Leader, or adult member, regardless of whether the older Warden or member is driving to or from a JFW event or activity. This is to avoid misinterpretations and/or unintended consequences, and protect from potentially inappropriate behaviour that could lead to crimes of opportunity, in addition to general road safety.

Procedure

- All drivers will adhere to the laws and safety restrictions of operating a motor vehicle with multiple people of various ages on Board.
- No Warden of driving age will be permitted to drive other Wardens under 18 years of age unless those Wardens are family members.
- When attending AJFWA events (including club events), Wardens of driving age (that drove themselves) will be required to turn in their keys to the Event Coordinator at the start of the event.
- No adult member or Leader should transport a Warden under the age of 18 that is not a family member, where the adult and the Warden are the sole occupants in the vehicle.

While it is the intent to reduce the opportunity of exclusive, unsupervised contact with Wardens by adult members, circumstances sometimes require an adult member to transport a Warden under the age of 18 alone, either to or from an activity or event. In this case, a Transportation Consent Form (appendix 7J), that authorizes the transportation of the child in an exclusive environment, must be completed by the Warden's parent prior to the event and be filed with the Club or Event Coordinator.

- Transportation Consent Form – is for use by parents, Leaders and organizers to confirm the prior permission given to an individual to transport a Warden in an exclusive, unsupervised environment.
 - Event-based – single use
 - Where consent is not routinely given.
 - Club-based – multiple use
 - Where a system or routine among parents may be arranged to transport each other's children for various reasons.

In a case where emergency transport of a Warden is required based on injury to them, or circumstances that indicate an emergency within their family, the above restriction needing prior Transport Consent can be waived.

Restrictions may be applied to members operating as drivers in a transportation capacity, where historical issues or records may so suggest

Source – Transportation Consent Form – Appendix 7J

Policy 5I – Vulnerable Sector / Police Information Checks and Screening

Volunteer screening through Vulnerable Sector and Police Information Checks (VS/PIC) are generally required from all AJFWA staff and volunteers aged 18 years or older, including Club Coordinators, Leaders and adult members. Volunteer screening is performed because AJFWA has the responsibility to provide a safe environment for JFWs and their families. In very specific circumstances, the need for a vulnerable sector check for a specific member may be waived by a board decision.

Procedure

- All Leaders and adult members should be briefed on what the current screening requirements are and why they are important.
- Completed Vulnerable Sector and Police Information Checks should be reviewed annually.
- VS/PICs are mandatory for every new member over the age of 18, and are required every five years after that.
 - VS/PICs done for other organizations are acceptable if they are:
 - In original form (no copies) and are obtained within the last 12 months.
 - Adult members who graduated the JFW program are not required to submit a VS/PIC until 12 months after the first chartering deadline after graduation.
- As VS/PICs are also part of club chartering, members should accomplish this as a priority at the start of the season in September.
- Should an incident arise that involves criminal activity, the member may be asked to requalify with a new VS/PIC.
- It is incumbent upon the member to disclose to the club any issues that could arise out of this process and that could negatively impact their eligibility for membership.
- Potential members who fail to complete the VI/PIC are denied membership, except in extenuating circumstances which require member services review and board approval.
- Club Coordinators, Leaders and adult members who are 'unable to clear' create some risk for the AJFWA, and
- Members will be required by the police agency to submit to fingerprinting.
- Should this stage in the process fail to yield a satisfactory VS/PIC, the member may be asked to resign, or their membership application can be denied.

Source - Club Coordinator's Guide to Vulnerable Sector and Police Information Checks

7F Source - Changes to the AJFWA Screening Process

Source - Police Security Check is returned 'Unable to Clear' 7G

Policy 5J - Discipline, Suspensions, and Terminations

There are circumstances where discipline, suspension or termination (expulsion) is necessary. In this policy, the following infractions can lead to suspension or termination:

- Vulnerable Sector and Police Information Checks - failure to produce or pass
- Sexual harassment - complaints, charges, or convictions
- Theft and stealing
- Discrimination
- Dangerous behaviour
- Possession or use of illegal drugs
- Public intoxication or inappropriate behaviour under the influence
- Conduct deemed harmful to JFW
- Repeated and/or serious breaches of Code of Conduct

Procedure

- Reportable, as defined above, disciplinary issues, suspension, and termination issues will be handled and decided by the Executive Committee, the AJFWA Board or through the Member Services Committee.
- Procedures will follow in accordance with AJFWA Bylaws.

Source - Discipline - Operations Manual

Source - Code of Conduct 7A,B,C,D,E

Source - Grounds for Suspension - Bylaws Page 6, Bylaw 4.5.1

Source - Grounds for Termination - Bylaws Page 7, Bylaw 4.6

Source - Grounds for Expulsion - Bylaws Page 7, Bylaw 4.6.3

Policy 5K – Member Grievances

There are circumstances when a member may have a general or specific concern regarding the governing bodies within AJFWA. They may have a difference of opinion on matters of policy and/or operations, or feel unjustly treated. It is reasonable to create an opportunity to hear concerns voiced from a member.

Procedure

- The member should file an official letter of grievance with the council most appropriate to direct the concern.
 - The letter should clearly state the details leading up to and including the source of the grievance.
- The letter of grievance will be reviewed for merit, and will be acted on in accordance with:
 - Policy 3D – Decision Making Power (as relates to Councils);
 - Where a meeting is called to review with the member, the protocol will follow AJFWA Bylaws 4.5.2 as relates to the Notice to the Member.
- The AJFWA Member Services Committee may be engaged to research the grievance and communicate with the party(s) involved.
 - Should the AJFWA Member Services Committee be engaged, the record of grievance and subsequent actions of the committee will be reported to the Board, with the name(s) of the individual(s) withheld.

Policy 5L – Responsible Pet Ownership Policy ⁽¹⁾

Purpose of the policy: The purpose of this policy is to respect the rights and safety of ALL members and non-members of Junior Forest Wardens (JFW).

1. There is no “off Leash area” at a JFW event.
2. The owner of an animal shall ensure that the animal does not bite, bark at or chase people, other animals, wildlife or automobiles.
3. The owner of an animal shall ensure that the animal does not enter or remain in public gathering areas, swimming areas, any building or especially areas that children are playing in.
4. Any person that approaches, teases, pokes or throws objects at an animal may be asked to leave the JFW event.
5. The animal must be restrained in a manner that prevents unwanted, unsanctioned, inappropriate contact between the animal and any member or non-member of Junior Forest Wardens.
6. The owner of an animal shall ensure that pet food is put away to prevent attracting wildlife.
7. It is the responsibility of the owner to remove feces and to dispose of it in a suitable manner.
8. Animals locked in vehicles that appear to be in distress will have the vehicle opened by whatever means necessary at the owner’s expense.
9. No person shall bring or keep a Vicious Animal to a JFW event or near its members.
10. An incident may be brought forward as an informal complaint by any person. In the event the complaint is from a 3rd party, event organizers will be tasked with investigating the validity. Results of any investigation will be documented and reported to event lead or to AJFWA Executive for further actions.
11. In the event of a formal complaint the following steps shall be taken:
 - a. Record information regarding the accused animal:
 - i. Name of owner
 - ii. Description of the accused
 - iii. Species/subspecies/common name
 - iv. Name of the animal
 - v. Location of incident
 - vi. Name of event if applicable.
 - b. The owner of any animal that causes injury to another animal or human is required to provide proof of vaccination or statement of health from a certified veterinarian within 5 days. This includes weekends and holidays.
 - c. Complainants shall be advised that they have the right if concerned to make a complaint to Protective Services if they so wish.
12. All correspondence is to be in a trackable format. Due to the time sensitivity of the initial incident email is the preferred method.
13. The owner of an animal that does not comply with this policy may be asked by the Executive Team to leave the JFW event and/or may not bring the animal back to a future JFW event.

The City of Calgary Bylaw on Responsible Pet Ownership defines a “Vicious Animal” as one which has i. chased, injured or bitten any other Animal or human, ii. damaged or destroyed any public or private property, or iii. threatened or created the reasonable apprehension of a threat to a human, and iv. which, in the opinion of a Justice, presents a threat of serious harm to other Animals or humans, or been previously determined to be a Vicious Animal.

(1) This policy is compiled and adapted from The City of Calgary Bylaw of Responsible Pet Ownership as well as the JFW National Camp Pet Policy. It should also be noted that the City of Calgary prohibits dogs from entering or remaining in or on areas where groups of children congregate which include: a School Ground, Playground, Sports Field, Wading or Swimming Area. 15. (1)

Policy 5M - Guest Instructor Policy

An "Instructor" is defined as a person, paid or volunteer, who acts in a leadership or teaching role at any club, district, or provincial event, including but not limited to regular meetings, camps, workshops or national events.

An Instructor without a VSPIC on file with AJFWA must have an adult chaperone, who is a member of AJFWA, while in the presence of any Wardens age 11 and under. For Wardens aged 12 and over, the Instructor must not be alone with less than two Wardens at any given time.

Instructors must complete AJFWA's Assumption of Risk Release and Waiver of Liability Indemnity Agreement and the Code of Conduct.

At the event organizer's discretion:

1. Children of an Instructor are entitled to attend one AJFWA event free for lifetime. After that, either the Instructor must not bring children or children must register as Wardens.
2. The Instructor may have one support person. This support person must sign all necessary AJFWA documentation.

The Member Services Committee will vet all Instructors.

An Instructor is encouraged to leave their pet at home, but if it is necessary to bring their pet, the Instructor must follow the AJFWA Responsible Pet Ownership Policy.

Policy 5N - Dating Policy

All members must comply strictly to the legal age of consent, which is 16 years of age. When the other consenting party is in a position of trust, authority or there is a dependency on that person, individuals under 18 years old cannot legally consent.

Additionally, AJFWA has a responsibility to prevent any situation in the JFW Program where youth and vulnerable persons might be inappropriately influenced by adult members. Even if an adult member is in a legally compliant intimate relationship with a minor registered with our organization, any intimate relationship between an adult member and a minor registered with our organization is considered to be inappropriate.

If an adult member is found to be in an intimate relationship with a warden member, that adult's membership will be terminated, with a few exceptions.

Sometimes youth in the JFW program turn 18 years of age while registered as a warden. AJFWA's policies generally treat a warden who has turned 18 years of age as a youth, until they graduate the program. The dating policy is not intended to cause a member who recently turned 18 to choose between remaining a member and a dating relationship.

Therefore the following relationships are allowed as exceptions to the above:

- A warden and another warden, even if one has turned 18 years of age, and
- A recent alumni of the JFW program and a warden, if the relationship began while the members were wardens.

Policy 50 - Guest Policy

Guests are classified as individuals or families that are not current or active JFW Members who have been invited to a specific JFW event or activity.

- **For Instructors and Guest Presenters** please refer to Policy 5M - Guest Instructor Policy.
- **For special guests invited to public events** please see the section below: Guests at Public JFW Events.
- **For potential members and applicants** please refer to the section below: Potential Members and Applicants as Guests.

Event Organizers, Club Coordinators and the AJFWA Board are the only members that may extend invitations to Guests. A copy of the rules which Guests are expected to follow while in attendance must be provided. An "Assumption of Risk Release and Waiver of Liability Indemnity Agreement" must be sent to the Guest in advance and be returned signed by the Guest before they will be allowed to attend that event or activity. Guests must:

- be accompanied at all times by an Adult Member in Good Standing
- are never allowed to be alone with and JFW Warden, Wanderer or Sibling at any time
- are not allowed to attend overnight events
- must wear a lanyard or name tag that clearly identifies them as a Guest and is clearly visible at all times.

Individuals who have had their membership previously revoked by AJFWA Member Services Committee or are Members Not in Good Standing, will not be allowed as Guests and cannot participate in JFW events.

Guests at Public Events Organized by JFW

Events organized by JFW that are open to the public (non-members) must be advertised as public with members being informed that individuals attending may not have been vetted through our security process. This means that parents must monitor their children as they would at any other public event.

Public events must be approved in advance by the AJFWA Board. All information must be provided to the AJFWA Board and if approved, the AJFWA Board will also inform Members as to the public nature of the event.

Public events have a finite time. At the scheduled end time for the public events Non Members must leave the event.

Potential Members and Applicants as Guests

Potential Members are individuals or families that have been invited to attend a club night in order to make a decision about becoming JFW Members. In this case, such invitations are restricted to no more than two regular club meetings. After such time, if the Potential Members want to continue participating in the JFW program, they must register as Members and undertake the security procedures in place in our registration process to ensure the safety of our Members. The Club Coordinator or designate is required to introduce Potential Member(s) at the beginning of the meeting.

Applicants are potential new members that have completed all of their registration documents including their VSPIC. Until all of their paperwork including VSPIC results are vetted by the Membership team, applicants are not members and may only attend as guests as outlined above.

Source - Policy 5M - Guest Instructor Policy

Source - Policy 3G - Roles & Responsibilities for Registration and Chartering Source

Policy 5I - Vulnerable Sector/ Police Information Checks and Screening

Source - Operations Manual- Membership Registration

Source - Operations Manual- Organizing and Event- Guest Assumption of Risk and Waiver

Policy 5P - Volunteer Screening Policy

Alberta Junior Forest Warden Association accepts their responsibility to children, adults, parents, volunteers and staff involved in its programs and is committed to ensuring adherence to the following policies to support the provision of sound, safe and healthy Junior Forest Warden experiences in our communities.

Privacy of information:

Leaders involved in volunteer screening processes respect the confidentiality and privacy of information according to the The Personal Information Protection and Electronic Documents Act (PIPEDA) as outlined in the policy manual Policy 4K

Decisions regarding vulnerable sector police information check (VSPic) results are made with identifying information removed. Member Services will follow policy 7G (Police Security Check is returned "Unable to Clear") to determine necessary restrictions to a specific member volunteer's activities.

Member Volunteer Screening:

Membership in Junior Forest Wardens is a unique endeavour. Typically families participate together, with shared leadership of youth members. Adult members are in regular social contact with youth members, including overnight campouts. Being a member includes volunteer expectations at local club, regional district and/or provincial activities. Because of the unique and extended nature of mentoring relationships between adult members and youth in the JFW program, all adult members are considered volunteers and as such are required to undergo a screening process that includes their suitability to work with the vulnerable sector.

Member volunteer screening should be thorough enough for leaders or screening committees to assess a prospective member volunteer's suitability for their volunteer role, and for the prospective volunteer member to assess the suitability of the role for them.

Volunteers should be provided with an orientation and mentoring process that introduces duty assignments as well as all relevant policies and experiences so that they understand the expectations of their involvement. Mentoring is especially important when a volunteer takes over a role from another volunteer, such as a leadership or executive position in their club.

AJFWA requires members to be in good standing to participate in the program, including in volunteer activities. This includes adherence to our code of conduct and agreement to operate according to our bylaws, and policy and procedures manual

A criminal check and clearance for volunteering with the vulnerable sector is required as part of the registration process and handled in a confidential manner as per policy 5I, and Member Services policies.

At the club level, screening for volunteer roles should include an interview which may be formal or informal based on the size and needs of each club. Clubs may specify a training period

where new volunteers act in an assistant role as they develop their skills and understanding of our programs.

Non-Member Volunteers:

From time to time, leaders may engage short term volunteers that are not members (i.e. unpaid guest instructors, guests of attending members). These guest volunteers are not required to be members under Policy 5M. If the guest volunteer is not known to the members engaging their services, a reference check should be completed. All volunteers including guests are required to sign a code of conduct and assumption of risk related to the event they are involved in. Guest volunteer activities and interaction with youth in the program are limited as per our guest Policies.

All volunteers are expected to follow all of the policies outlined in our Policy and procedures manual. Leaders at all levels of the organization should help all volunteers become familiar with the current policies and procedures.

Additional Resources:

Information page: Screening procedures for Volunteers

Member Services Terms of Reference

Source - Code of Conduct and Assumption of Risk forms 7A,B,C,D,E

Section 6 Communication Policy

Context - AJFWA must deal with JFWs, Leaders, adult members, and the public in a consistent manner – either openly or discreet as the situation warrants. The various Codes of Conduct, Vision Statements and Mission Statement should provide guidance on communication issues.

Note that email is for information - not for discussion.

Policy 6A - Internal Communication – Club

Clubs use several methods to communicate with their JFWs, Leaders, Club Coordinators, and adult members. These include text messaging, social media (like Facebook), email, telephone, fax, Tree Mail, and written letters. When the Club Coordinator wants to communicate internally, some or all of the following methods might be used.

Procedure

Club situations requiring Communication include:

- Clubs communicating with Wardens
- Clubs communicating with other clubs
- Clubs communicating with Sub-Councils
- Clubs communicating with the Provincial Board
- Clubs communicating with the Executive Committee
- Clubs communicating with the public - awareness raising.
- Club level fundraising e.g. local bottle drives
- Club Coordinators communicating with other Club Coordinators or councils.

A similar system of communication would exist at the Sub-Council level representing Districts and Regions.

Clubs should NOT deal with the media except where it directly pertains to the activities and events of the club. Media issues should be handled by the AJFWA Spokesperson (the AJFWA President or designate).

Policy 6B – Internal Communication – Board (Councils)

Due to modern communication technologies available to most individuals, members of councils are able to communicate using various methods, including telephone-based conference and one-on-one calls, email, social media forums, cellular texting, and written letters. These tools allow members to share work and ideas quickly and effectively, promoting synergy and progress during meetings and events, and the times in between.

Procedure

All Board members will be active participants and use the chosen model for the Board's communication styles, including email, conference calling, posting forums, etc., with attention paid to the system that is currently in use for circulating information. For example, if the Secretary is responsible for circulating reports or for posting in an online forum, then direct such reports through the Secretary. It is also important for Board members to understand that many items of discussion at council are sensitive in nature and discretion must be exercised.

- Actively participate in regularly scheduled conference call meetings.
- Be informed through reading of reports and circulated emails on all subjects.
- Communication, both written and verbal, will be respectful, professional and constructive, and never accusatory, derogatory or combative.
- Members will be responsive to communication, replying at their earliest convenience.
 - Unless specifically requested to comment, a good guideline to follow is:
 - If you are listed in the "To" of recipients, you are expected to comment;
 - If you are listed in the "Cc" of recipients, you are receiving for information only.
 - Be respectful of the process for meetings, discussion, and decision making.
- A Board member will not forward or relay sensitive information or commentary outside a previously established circulation (discussion) group or committee.
- Committee decisions which are implemented without the governing Board's awareness and that may impact the Board or its decisions, must be communicated to the Board.

Source – AJFWA Bylaws

Source – Code of Conduct – Board Members and Executive 7D

Policy 6C - External Communication

External communication is focused on the public, and is intended to raise public awareness about AJFWA. External communication normally takes place through the AJFWA President or through a person designated by the Executive Committee. Individual members should not use their AJFWA membership to further their personal interests, or the interests of outside companies or groups.

The President or designate is the AJFWA Spokesperson. The goal of external communication is general and clear - then specific.

Procedure

Most AJFWA promotions and external communications take place through the Executive Committee or the AJFWA Spokesperson. This includes:

- AJFWA and club level awareness raising - participation in local parades, events and fairs;
- Participation in local trade shows;
- Distribution of promotional brochures;
- AJFWA Board members writing articles about the organization;
- AJFWA fundraising.

All communication with the media should be handled by the President or designate (who is also the AJFWA Spokesperson) – as elected by the AJFWA membership. Where clubs are asked for media interviews, the requests should be forwarded to the Executive Committee or the AJFWA Spokesperson. The AJFWA Spokesperson, in consultation with the Executive Committee, promotes and protects the AJFWA as necessary, conveys the message to the media, and determines when to involve legal counsel.

- No member will use the JFW name or brand to bolster their message while engaging in activities of promotion or opposition to projects, initiatives, etc. that are not directly related to the JFW program.
- A single spokesperson ensures a consistent message that is designed to inform and educate.

Exclusion – In any case where small “community-based” media contact the local club regarding a story or promotional opportunity within that community, the Club Coordinator or their designate should speak on behalf of their club.

Source - Club Promotions - Operations Manual

Policy 6D – JFW Image (Logo)

There are two defined images that are considered brand property of Junior Forest Wardens provincially and nationally: the JFW logo (shield) and the Bronze Badge

The JFW logo – stylized trees and Junior Forest Wardens contained within the shield-shaped border - is the recognizable symbol of our program. It appears on our uniform shirt, lapel pins, and is often reproduced on various garments and bags for events and club wear.

The Bronze Badge – with “Junior Forest Warden” arched over, and “Canada” arched under a single maple leaf, is the text and image element in our Bronze Badge. This is an earned and issued badge for uniform wear, and is also reproduced onto garments for JFW casual wear.

The reproduction of the JFW logo and associated images have been afforded to clubs and event committees to help enhance the visibility of the JFW program through branding of casual clothing (street clothes). While this opportunity can be interpreted as freedom with the brand, there are requirements to avoid degradation and poor representation.

Procedure

- No alteration of the JFW logo or Bronze Badge images may be made without the consent of the AJFWA, including shape, size, aspect ratio, additions or subtractions of the graphic image.
- Location of the JFW logo or Bronze Badge image on wearable apparel must be in an appropriate place and portrayed in a respectful way. (Example: on the seat of pants would be inappropriate.)
- Colours: The JFW logo can be reproduced in a one colour, or two colour image. When appearing in a two colour, the colours must be “green and gold” pantone colours Yellow 1365C and Green 341C. The Bronze Badge is a single colour image and can appear in any choice of colour. The area around the image (either JFW logo or Bronze Badge) is considered “protected space” that must remain free of all other graphic elements. Encroaching elements are considered alterations to the logo, and are not approved. Consider 3” (75mm) around the logo as protection space
- JFW “alternative” clothing to be worn at club level in place of the standard uniform shirt must show recognition of the JFW brand, either in the form of the JFW logo in acronym (JFW) or full text (Junior Forest Wardens).
- Clubs developing a unique “club logo” to identify them within the JFW organization are required to submit the logo in an electronic file to AJFWA for archive.

Policy 6E - Social Media and Online Presence Policy

The goal of this policy is twofold: to protect the JFW brand, image and marketability and to protect our vulnerable members. Both our members and our organization are best protected by ensuring appropriate content on social media pages that make reference to JFW. If a social media site is hosted by a division of AJFWA (i.e. club, region, district or alumni) or that makes primary reference to JFW activities, AJFWA policies will apply.

Procedure

Acceptable content

- All content posted by JFW members will reflect the values and behaviour outlined in the Code of Conduct,
- Be respectful and honour the confidentiality/privacy policies of the organization and its members.
- AJFWA adheres to Alberta privacy laws (currently the Personal Information Protection Act).
- Sites that have member access only may also include appropriate detailed personal information in accordance with AJFWA policies.
- Content shared with us by outside groups must be inline with our JFW values, our 4 Pillars, is biased-balanced and has educational value to our members.

The following is not allowed in any online content pertaining to JFW:

- Derogatory, inflammatory, or defamatory content (content includes comments, shared posts, and photos).
- Posting of pictures or information that imply illegal conduct.
- Sharing sensitive or confidential information about a member, club, region or the organization as defined below as well as by our privacy policy, PIPA and code of conduct.
- Content that is designed for commercial advertising, marketing or sales for other organizations.
- Content regarding controversial issues that presents only one side of an issue and implies a bias. Issues in question can be brought to the AJFWA Board for determination.

Resolving Content Issues

- Concerns with a post or comment should not be communicated online and are ideally resolved directly and privately with the individual who has posted.
- Issues with the organization should not be communicated through social media and should instead be directed to club/region or board representatives.
- Members posting content that does not comply with this policy may have their access removed from AJFWA social media platforms and their actions may be reviewed by the AJFWA Member Services Committee.
- Any entity of AJFWA (clubs, regions, districts, alumni) that allows content to be posted 64 that does not comply with this policy may have their access removed.

All online presence/sites (i.e. blogs, websites, social media pages/groups) created by a JFW entity (club, region, district, Alumni, board) must have designated moderators.

Clubs, Regions, Districts and Alumni sites should be private with active member only access.

- Moderators are active members in good standing with AJFWA.
- AJFWA is to be granted, upon request, Administrative Access to these sites.
- Only active members in good standing can have access to private club pages. Maintaining appropriate member access is the responsibility of moderators of sites.
- Once a club is no longer active, the related JFW social media accounts (Facebook, etc.) shall be disbanded.

Where there is Public access on a site hosted by an entity of AJFWA, it

- Can be used for advertising, promotion and links to other sites,
- Can be used for celebration of public events, achievements, and recognition of sponsors, supporters and affiliations
- Cannot contain any photos or personal information of members without prior approval from AJFWA for that specific use.
- Can only contain information pertaining to public events

Moderators

- For AJFWA controlled sites are appointed by the AJFWA Board, or their designate.
- For other JFW entities are appointed by that entity
- Are active Members in good standing registered with AJFWA.
- Will ensure Members submit content for posting on the AJFWA sites by submitting the designated form, ensuring that privacy policies (including photo permissions) are being adhered and all those included in a social media post must be informed and give consent prior to posting.
- Review all posts for adherence to these policies prior to posting.
- Social media sites hosted by AJFWA entities have the right and responsibility to monitor content and remove unapproved content from their respective sites. Any questions regarding unacceptable content can be referred to the AJFWA Board for determination.

Online platforms affiliated with JFW should contain a disclaimer noting that any issues should be referred to office@ajfwa.ca.

Source - Section 6 Communication Policy

Source- Policy 5J - Discipline, Suspensions and Terminations

Source- Policy 2A- Compliance with Value Statement

Source-Operations Manual - JFW Values

Source- Policy 4K - Privacy Policy

Source- Appendix 7ABCD- Codes of Conduct

Section 7 Appendices

Appendix 7A - AJFWA CODE of CONDUCT for WARDENS – Revised August 2015

As a Warden involved in the Junior Forest Warden Program and participating in JFW family and youth events I will:

1. RESPECT everyone involved in my Junior Forest Warden experience including wardens, parents, leaders, coordinators, instructors, district/regional/provincial board directors, and members of the community including other youth organizations, because without them, I would not have this opportunity.
2. RESPECT all equipment and facilities that I use with my club, including but not limited to, community centres, churches, gymnasiums, schools, restaurants, hotels, and campgrounds.
3. REMEMBER that my attitudes and behaviours as a Junior Forest Warden represent myself, my family, my club, my district or region, and the AJFWA organization and I will conduct myself accordingly.
4. FOLLOW all laws of the land and the rules of the establishments being utilized for JFW activities with respect to but not limited to the consumption of alcohol, never allowing myself to become visibly intoxicated. I will not possess, use, or be under the influence of any recreation or illegal drugs at any time during JFW youth activities.
5. CHOOSE not to use violence or to engage in any verbal, physical or visual harassment or bullying of another participant, staff member or volunteer.
6. APPLY myself to the knowledge, skills, and attitudes according to the Four Pillars (Ecology, Forestry, Leadership and Outdoor Skills) to the best of my ability.
7. FAMILIARIZE myself with, embrace and teach the sentiments of the Code, Pledge, Motto, Watchword and the Value Statements of the AJFWA.
8. ENSURE that my membership in the association remains in good standing at all times.

I have read and I understand the AJFWA Code of Conduct for Wardens and I agree to abide by the rules described above. I also understand that I may be subject to disciplinary actions as a member of the AJFWA if I violate any of these rules.

Printed Name _____

Signature _____

Club Name _____ Date _____

Signature of Club Coordinator/Member of Club Executive _____

Appendix 7B - AJFWA CODE of CONDUCT for PARENTS – Revised August 2015

As a Parent member involved in the Junior Forest Warden Program and participating in JFW family and youth events I will:

1. RESPECT everyone involved in my Junior Forest Warden experience including wardens, parents, leaders, coordinators, instructors, district/regional/provincial board directors, and members of the community including other youth organizations, because without them, I would not have this opportunity.
2. RESPECT all equipment and facilities that I use with my club, including but not limited to, community centres, churches, gymnasiums, schools, restaurants, hotels, and campgrounds.
3. REMEMBER that my attitudes and behaviours as a Junior Forest Warden represent myself, my family, my club, my district or region, and the AJFWA organization and I will conduct myself accordingly.
4. FOLLOW all laws of the land and the rules of the establishments being utilized for JFW activities with respect to but not limited to the consumption of alcohol, never allowing myself to become visibly intoxicated. I will not possess, use, or be under the influence of any recreation or illegal drugs at any time during JFW youth activities.
5. REMEMBER that children learn best by example, and I will at all times demonstrate acceptable safety practices and behavior appropriate for a participant in a youth activity.
6. FAMILIARIZE myself with the Bylaws, Operations Manual and with the Policies and Procedures of the AJFWA, and will abide by all guidelines set forth, recognizing that AJFWA Policies and Procedures at all times supersede those of my District/Region or Club.
7. CHOOSE not to use violence or to engage in any verbal, physical or visual harassment or bullying of another participant, staff member or volunteer.
8. FOLLOW appropriate channels of communication when I have questions or concerns relating to the actions or decisions of another member. If I have already held a private discussion with that person, I can engage the Membership Services Committee in writing in to discuss or lodge a complaint.
9. COMPLETE willingly, in a timely fashion, and COMPLY with all AJFWA membership screening requirements, encouraging and supporting others to comply.
10. TAKE an interest in my club and my association by assisting with events and functions as I am required, requested or able.
11. SUPPORT safe, challenging and rewarding outdoor programs for families that foster respect for each other and for the natural environment.
12. SUPPORT in the Wardens the knowledge, skills, and attitudes according to the Four Pillars (Ecology, Forestry, Leadership and Outdoor Skills) to the best of my ability.

13. FAMILIARIZE myself with and embrace the sentiments of the Code, Pledge, Motto, Watchword and the Value Statements of the AJFWA.

14. ENSURE, to the best of my ability, that if Wardens are in my care, that they will be properly supervised at all times to the safety standards set out by the AJFWA.

15. ENSURE that my membership in the association remains in good standing at all times.

I have read and I understand the AJFWA Code of Conduct for Parents and I agree to abide by the rules described above. I also understand that I may be subject to disciplinary actions as a member of the AJFWA if I violate any of these rules.

Printed Name _____ Signature _____

Club Name _____ Date _____

Signature of Club Coordinator/Member of Club Executive _____

Appendix 7C - AJFWA CODE of CONDUCT for VOLUNTEERS and LEADERS – Revised August 2015

As a Volunteer or Leader involved in the Junior Forest Warden Program and participating in JFW family and youth events I will:

1. RESPECT everyone involved in my Junior Forest Warden experience including wardens, parents, leaders, coordinators, instructors, district/regional/provincial board directors, and members of the community including other youth organizations, because without them, I would not have this opportunity.
2. RESPECT all equipment and facilities that I use with my club, including but not limited to, community centres, churches, gymnasiums, schools, restaurants, hotels, and campgrounds.
3. REMEMBER that my attitudes and behaviours as a Junior Forest Warden represent myself, my family, my club, my district or region, and the AJFWA organization and I will conduct myself accordingly.
4. FOLLOW all laws of the land and the rules of the establishments being utilized for JFW activities with respect to but not limited to the consumption of alcohol, never allowing myself to become visibly intoxicated. I will not possess, use, or be under the influence of any recreation or illegal drugs at any time during JFW youth activities.
5. REMEMBER that children learn best by example, and I will at all times demonstrate acceptable safety practices and behavior appropriate for a participant in a youth activity.
6. FAMILIARIZE myself with the Bylaws, Operations Manual and the Policies and Procedures of the AJFWA, and will abide by all guidelines set forth, recognizing that AJFWA Policies and Procedures at all times supersede those of my District/Region or Club.
7. CHOOSE not to use violence or to engage in any verbal, physical or visual harassment or bullying of another participant, staff member or volunteer.
8. FOLLOW appropriate channels of communication when I have questions or concerns relating to the actions or decisions of another member. If I have already held a private discussion with that person, I can engage the Membership Services Committee in writing in to discuss or lodge a complaint.
9. COMPLETE willingly, in a timely fashion, and COMPLY with all AJFWA membership screening requirements, encouraging and supporting others to comply.
10. TAKE an interest in my club and my association by assisting with events and functions as I am required, requested or able.
11. PROVIDE safe, challenging and rewarding outdoor programs for families that foster respect for each other and for the natural environment.

12. DEVELOP in the Wardens the knowledge, skills, and attitudes according to the Four Pillars (Ecology, Forestry, Leadership and Outdoor Skills) to the best of my ability.

13. FAMILIARIZE myself with, embrace and teach the sentiments of the Code, Pledge, Motto, Watchword and the Value Statements of the AJFWA.

14. ENSURE, to the best of my ability, that if Wardens are in my care, that they will be properly supervised at all times to the safety standards set out by the AJFWA.

15. MAINTAIN confidentiality of sensitive information pertaining to wardens, families, and other issues that may arise within the organization.

16. EXERCISE proper authority and good judgment in my dealings with association staff, suppliers, and the general public and will respond to the needs of the AJFWA's members in a responsible, respectful, and professional manner.

17. RECOGNIZE and SUPPORT the democratically derived decisions of the various levels of governance of the Association, being respectful of the hard work and long hours spent by these volunteers.

18. USE club or association property and resources only as authorized, and at all times keep the property of the club or association secure, only allowing authorized persons to have or use such property.

19. PARTICIPATE willingly in professional development and other training as required by my current position(s), to the best of my ability.

20. ENSURE that my membership in the association remains in good standing at all times. I have read and I understand the AJFWA Code of Conduct for Volunteers and Leaders, and I agree to abide by the rules described above. I also understand that I may be subject to disciplinary actions as a member of the AJFWA if I violate any of these rules.

Printed Name _____ Signature _____

Club Name _____ Date _____

Signature of Club Coordinator/Member of Club Executive _____

Appendix 7D - AJFWA CODE of CONDUCT for EXECUTIVE and BOARD MEMBERS – Revised August 2015

As an Executive or Board member involved in the Junior Forest Warden Program and participating in JFW family and youth events I will:

1. RESPECT everyone involved in my Junior Forest Warden experience including wardens, parents, leaders, coordinators, instructors, district/regional/provincial board directors, and members of the community including other youth organizations, because without them, I would not have this opportunity.
2. RESPECT all equipment and facilities that I use with my club, including but not limited to, community centres, churches, gymnasiums, schools, restaurants, hotels, and campgrounds.
3. REMEMBER that my attitudes and behaviours as a Junior Forest Warden represent myself, my family, my club, my district or region, and the AJFWA organization and I will conduct myself accordingly.
4. FOLLOW all laws of the land and the rules of the establishments being utilized for JFW activities with respect to but not limited to the consumption of alcohol, never allowing myself to become visibly intoxicated. I will not possess, use, or be under the influence of any recreation or illegal drugs at any time during JFW youth activities.
5. REMEMBER that children learn best by example, and I will at all times demonstrate acceptable safety practices and behavior appropriate for a participant in a youth activity.
6. FAMILIARIZE myself with the Operations Manual and with the Policies and Procedures of the AJFWA, and will abide by all guidelines set forth, recognizing that AJFWA Policies and Procedures at all times supersede those of my District/Region or Club.
7. CHOOSE not to use violence or to engage in any verbal, physical or visual harassment or bullying of another participant, staff member or volunteer.
8. FOLLOW appropriate channels of communication when I have questions or concerns relating to the actions or decisions of another member. If I have already held a private discussion with that person, I can engage the Membership Services Committee in writing in to discuss or lodge a complaint.
9. COMPLETE willingly, in a timely fashion, and COMPLY with all AJFWA membership screening requirements, encouraging and supporting others to comply.
10. TAKE an interest in my club and my association by assisting with events and functions as I am required, requested or able.
11. PROVIDE safe, challenging and rewarding outdoor programs for families that foster respect for each other and for the natural environment.
12. DEVELOP in the Wardens the knowledge, skills, and attitudes according to the Four Pillars

(Ecology, Forestry, Leadership and Outdoor Skills) to the best of my ability.

13. FAMILIARIZE myself with, embrace and teach the sentiments of the Code, Pledge, Motto, Watchword and the Value Statements of the AJFWA.

14. ENSURE, to the best of my ability, that if Wardens are in my care, that they will be properly supervised at all times to the safety standards set out by the AJFWA.

15. MAINTAIN confidentiality of sensitive information pertaining to wardens, families, and other issues that may arise within the organization. Except as the board of directors may otherwise require or as otherwise required by law, no board member shall share, copy, reproduce, transmit, divulge or otherwise disclose any confidential information related to the affairs of the AJFWA.

16. PERFORM my duties as a board director or executive member at any level of governance with integrity, due diligence, reasonable competence and commitment, working cooperatively, and ensuring that I participate fully to keep myself well informed, at all times adhering to all Bylaws, Operational Guidelines, Policies and Procedures as I do so.

17. EXERCISE proper authority and good judgment in my dealings with association staff, suppliers, and the general public and will respond to the needs of the AJFWA's members in a responsible, respectful, and professional manner.

18. RECOGNIZE and SUPPORT the democratically derived decisions of the various levels of governance of the Association, being respectful of the hard work and long hours spent by these volunteers.

19. USE club or association property and resources only as authorized, and at all times keep the property of the club or association secure, only allowing authorized persons to have or use such property.

20. PARTICIPATE willingly in professional development and other training as required by my current position(s), to the best of my ability.

21. ACT at all times in the best interests of the association and will not use my influence for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, I will identify the conflict and, as required, remove myself from all discussions and votes on the matter.

22. ENSURE that my membership in the association remains in good standing at all times. I have read and I understand the AJFWA Code of Conduct for Executive and Board Members and I agree to abide by the rules described above. I also understand that I may be subject to disciplinary actions as a member of the AJFWA if I violate any of these rules.

Printed Name _____

Signature _____ Date _____

Club Name _____

Appendix 7E - AJFWA CODE of CONDUCT for Non-Member Guest Instructors

As a Non-Member Guest Instructor involved in the Junior Forest Warden Program and participating in JFW family and youth events I will:

1. RESPECT everyone involved in the Junior Forest Warden experience including wardens, parents, leaders, coordinators, instructors, district/regional/provincial board directors, and members of the community including other youth organizations, because without them, I would not have this opportunity.
2. RESPECT all the equipment and all the facilities that I use including community centres, churches, gymnasiums, schools, restaurants, hotels, and campgrounds.
3. REMEMBER that my attitudes and behaviours as a Junior Forest Warden Instructor represent the AJFWA organization and I will conduct myself accordingly.
4. FOLLOW all the laws of the land and the rules of the establishments being utilized for JFW activities with respect to but not limited to the consumption of alcohol, never allowing myself to become visibly intoxicated. I will adhere to the following policies: (1) Drug & Alcohol Policy; and (2) Smoking & Vaping [see Page 2 for Policies].
5. REMEMBER that children learn best by example, and will at all times demonstrate acceptable safety practices and behavior appropriate for a participant in a youth activity.
6. CHOOSE not to use violence or to engage in any verbal, physical or visual harassment or bullying of another participant, staff member or volunteer.
7. COMPLETE willingly, and in a timely fashion, all instructor screening requirements.
8. PROVIDE safe, challenging and rewarding outdoor programs for families that foster respect for each other and for the natural environment.
9. ENSURE, to the best of my ability, that if Wardens are in my care, that they will be properly supervised at all times to the safety standards set out by the AJFWA.
10. FOLLOW the Guest Instructor Policy [see Page 2 for Policy], which includes the following directions:
 - An Instructor without a VSPIC on file with AJFWA must have an adult chaperone, who is a member of AJFWA, while in the presence of any Wardens age 11 and under.
 - For Wardens aged 12 and over, the Instructor must not be alone with less than two Wardens at any given time.

I have read and I understand the AJFWA Code of Conduct for Guest Instructors and I agree to abide by the rules described above.

Instructor Signature Date

Print Instructor Name Signature Event Representative

Appendix 7F - Club Coordinators' Guide to VS/PIC Process

ALL Vulnerable Sector/Police Information Checks (VS/PIC) must be submitted (original documents) to the Membership Director for each Member aged 18 and over. Cleared reports will be valid for 5 years from the date of the document. These may be from other organizations such as sports leagues or schools provided that they are dated within 12 months of charter deadline October 15 of each year.

DEFINITIONS

VS (Vulnerable Sector Check):

An electronic search of criminal databases conducted by local police to provide information on crimes against those most vulnerable (e.g. children, seniors, and those with children). **PIC (Personal Information Check) - Criminal Record Check:**

A check for criminal activity in the three databases of the criminal justice system; the local police services record, the court system for any pending court cases, and the national system which accesses criminal activities across Canada.

WHY DO WE SCREEN OUR MEMBERS AND STAFF?

- The AJFWA has the responsibility to provide a safe environment for its Wardens, Parents and Volunteers.
- To safeguard personal or organizational liability and protect against the potential for lawsuits.
- To address possible concerns of parents and the general public regarding the safety of children.
- To potentially identify applicants with histories of inappropriate conduct with children and enable Junior Forest Wardens to reject their applications.
- To discourage incidents of fraud or theft of agency or client resources.
- To avoid incidents causing negative public relations resulting in loss of public trust in the Junior Forest Warden program.

MAJOR CHANGES TO WHO MUST BE SCREENED:

We used to only require Leaders to complete a Criminal Records and Vulnerable Sector Check. Our improved and simplified process now means that without exception, the following people must complete a Code of Conduct and a Criminal Records and Vulnerable Sector Check as they join JFW and every 5 years thereafter:

- AJFWA Staff – Permanent and Temporary
- **ALL** adult members of the AJFWA (age 18 and over)

Original VS/PIC is to be submitted to the Club Coordinator who enters the status and date into the database and then submits the original to the AJFWA Membership Director for verification. If the member wishes to have the original VS/PIC returned to them they must include a self-addressed stamped envelope. To comply with FOIP no one (other than the owning individual) shall keep a copy paper or electronic of the VS/PIC. VS/PIC's will be destroyed if they are not accompanied by a self-addressed stamped envelope. For questions or information about VS/PIC's please contact the membership director at membership.director@ajfwa.ca

Vulnerable Sector Check Process

1. Vulnerable Sector Check Request documents will go to police or RCMP

THEN

2. Police or RCMP will either return with four None (charges) Exist boxes checked or negative box checked. This document will be provided to CLUB COORDINATOR WHO WILL SEND ORIGINAL TO MEMBERSHIP DIRECTOR

OR

3. Some boxes marked charges “may or may not” exist, or ‘possible match’ meaning the Vulnerable Sector check is Not Cleared

THEN

4. Applicant will be required to return to police or RCMP for finger printing

THEN

5. Applicant will receive a clear report of four “None Exist” boxes stamped and initialed

OR

6. Applicant will be issued a report of their existing circumstances (complaints, charges, convictions) that prevent their clearance

THEN

The original of this document must be forwarded to the Club Coordinator to be forwarded to the Membership Director

THEN

7. Membership Director will engage the applicant via telephone to discuss the content of the report.

THEN

8. Membership Director will engage the Membership/Mediation Committee to review the offences, explain the situation, and make a collective decision whether the application will be accepted or denied.

THEN

9. Applicant and their club coordinator will be informed within 7 days of the meeting of the Membership/Mediation Committee.

THEN

10. Unless a self-addressed stamped envelope is provided for those who wish to have the original VS returned to them, the original VS will be destroyed by the Membership Director to be in direct compliance with FOIP. No Copies Paper or Electronic will ever be made by Club Coordinators or the Membership Director.

Appendix 7G - Police Security Check is returned 'Unable to Clear'

If a volunteer's VS/PIC is returned 'unable to clear', the individual in question must obtain, from the police, a listing of all charges laid against them. A copy of this letter and any information they wish to provide about the offense should be given to the Member Services Committee. If the information provided shows that the individual was found guilty of one of the offenses listed below, the individual must be politely rejected based on their application. If the individual was found not guilty or if they were acquitted they may be accepted into the program.

- **Firearm charges**
 - Using a firearm in the commission of an offence
 - Pointing a firearm
 - Possession of a weapon for dangerous purpose
- **Sexual offences**
 - Sexual interference
 - Invitation to sexual touching,
 - Sexual exploitation
 - Sexual exploitation of a person with a disability
 - Incest
 - Bestiality
 - Corrupting morals
 - Child pornography
 - Luring a child
 - Parent or guardian procuring sexual activity
- **Charges relating to Indecent Acts**
- **Charges relating to Tending to Preservation of Life**
 - Failing to provide necessities of life
 - Undertaking acts dangerous to life
 - Child abandonment
- **Criminal Negligence Causing Death or Bodily Harm**
- **Any charge relating to Homicide, Murder, Manslaughter or Infanticide**
- **Charges relating to counseling suicide**
- **Any charge under Bodily Harm and acts and omissions causing danger to the person.**
- **Arson**
- **Cruelty to Animals**

If the volunteer's security clearance check is returned "unable to clear" because of other charges and the individual provides information on these charges, it is the responsibility of the Member Services Committee to determine if the individual should be permitted to volunteer. When making this decision the Committee should consider;

- How long ago the offence occurred and is the person likely to reoffend? The significance of the offence to the position they applied for? (If the volunteer has a history of theft they should not be accepted as a treasurer.) Can steps be taken to ensure that they do not reoffend while around the Wardens? For example someone with a DUI cannot transport Wardens. For example someone with a DUI cannot transport Wardens.

Appendix 7H – AJFWA Committee Protocol

AJFWA Committee Protocol

AJFWA Committee Protocol is intended to illustrate the responsibilities for a standing or event-based committee working on behalf of, and under AJFWA budgets.

AJFWA Committee Requirements

- **Composition;**
- At least one member must be an elected member of the AJFWA Board; Minimum of two members.
- **Budget**
 - A preliminary budget is required for the committee, to be reviewed and approved by the Board;
 - An updated budget is required and to be included as amended with monthly reports (template provided by AJFWA Treasurer).

Reporting Requirements

- Monthly status / progress reports forwarded to the AJFWA Chair for inclusion at monthly Board meetings to include:
 - Members of committee;
- Detailed progress of the committee on issues and initiatives as related;
 - Minutes to be attached for reference;
 - Expenditures as incurred or expected by the committee (financial report and comparison budget);
 - Meeting schedule.
- Final report
 - For Event Committees - expected within 30 days of the completion of the Event;
 - For Standing Committees – expected within 30 days of the completion of the project.
- Final reports to include: All items normally found in monthly status reports. Chairperson’s final commentary regarding the challenges and successes of the committee, and suggestions for future endeavours related to the committee’s work; Complete list of names and contact information for outsourced work (t-shirt supplier, caterer, hostel, equipment rental etc.) Detailed financial statement for committee and comparison budget (template provided by AJFWA Treasurer)

Public / Member Engagement

- In four general forms to include:
 - Newsletter (Tree Mail)
 - Website (jfwa.ca)
 - Mass and direct email (AJFWA Admin)
- In all the cases of member and public engagement with AJFWA / committee initiatives, the Board should be aware of the message that is intended. The monthly progress / status reports should be sufficient to properly discuss intentions of the media message, but the AJFWA Board reserves the right to review all messages prior to dissemination or posting.

Appendix 7I - Incident Report Template



Alberta Junior Forest Warden Association



INCIDENT REPORT FORM

2015-16

Use this form to report any accident, injury, incident, close call or illness. Return completed form to the Club or Event Coordinator.

Injury _____ First Aid _____ Incident _____ Close Call _____ Observation _____

Details of person injured or involved (to be filled in by person injured / involved if possible). Person Completing Report: _____ Date: _____ Person(s) Involved: _____

_____ Date of Incident: _____

_____ Location of Incident: _____ Time of Incident: _____

_____ Witnesses: _____

Description of Events (Describe activity and sequence of events):

*If more space is required please use the back of this sheet.

Was the incident / injury caused by an unsafe act (activity or movement) or an unsafe condition (equipment or weather)? Please specify and explain:

TO BE COMPLETED ONLY IF INJURY OR FIRST AID WAS REQUIRED Type and location of injury sustained: _____

_____ Cause of injury: _____

First Aid Administered: _____ Was

medical treatment necessary? If yes, name of hospital or physician: Yes _____ No _____

Signature of Injured

Person _____ Date: _____

Signature of Club/Event Coordinator: _____ Date: _____

Appendix 7J - Transportation Consent Form



Alberta Junior Forest Warden Association



TRANSPORTATION CONSENT FORM

2015-16

I, the parent or guardian of _____, authorize her/his exclusive,
unsupervised Warden's name

transportation to and/or from this activity or event: _____

by _____. Permission to transport is granted on this date (event based): Driver's name

_____ or for this date range (club based): _____.

In granting permission, I hereby expressly waive my claim for liability against Alberta Junior Forest Warden Association, including its employees, volunteers and representatives, and release them from liability in connection with this trip or these trips. Further, I assume full responsibility for any damage to persons and/or property caused by my Warden. I further expressly agree that in the event that disciplinary action may be necessary, my child may be returned home at my expense. Further, in case of emergency or injury to my Warden, I hereby authorize Alberta Junior Forest Warden Association or its representatives to act in the best interest of my Warden. I further consent to and will be responsible for any medical and/or dental treatment that may be advisable at the discretion of any physician or dentist. I understand that I will be personally notified if it becomes necessary for my Warden to be returned home, and/or to be administered health treatment. It is further warranted that if this Transportation Consent Form is signed by one of two parents/guardians, it is with the consent and knowledge of the other. In a case where emergency transport of a Warden is required based on injury to them, or circumstances that indicate an emergency within their family, the above restriction needing prior Transport Consent can be waived. The Transportation Consent Form must be completed by the Warden's parent/guardian prior to the event, and be filed with the Club or Event Coordinator.

Printed name of Club/Event Coordinator _____ Date _____ Printed

name of Parent/Guardian _____ Date _____

_____ Signature
of parent/guardian Signature of Club/Event Coordinator

Parent/guardian contact phone numbers: _____

