



## Honoraria Guidelines

# FCO Honoraria Guidelines

## Introduction & Purpose

This document is intended to guide compensating individuals for their participation in Foundry central office (FCO)-related activities. – this includes, but is not limited to, young people and family members/ caregivers.

## Scope

This applies to all FCO activities and is a recommendation for all Foundry centres.

**If you have any questions about this document, please direct them to:**

**[Name]**

Youth Peer Engagement Coordinator  
Foundry Central Office  
[Email]

**[Name]**

Family Engagement & Service Provider Liaison  
Foundry Central Office  
[Email]

**[Name]**

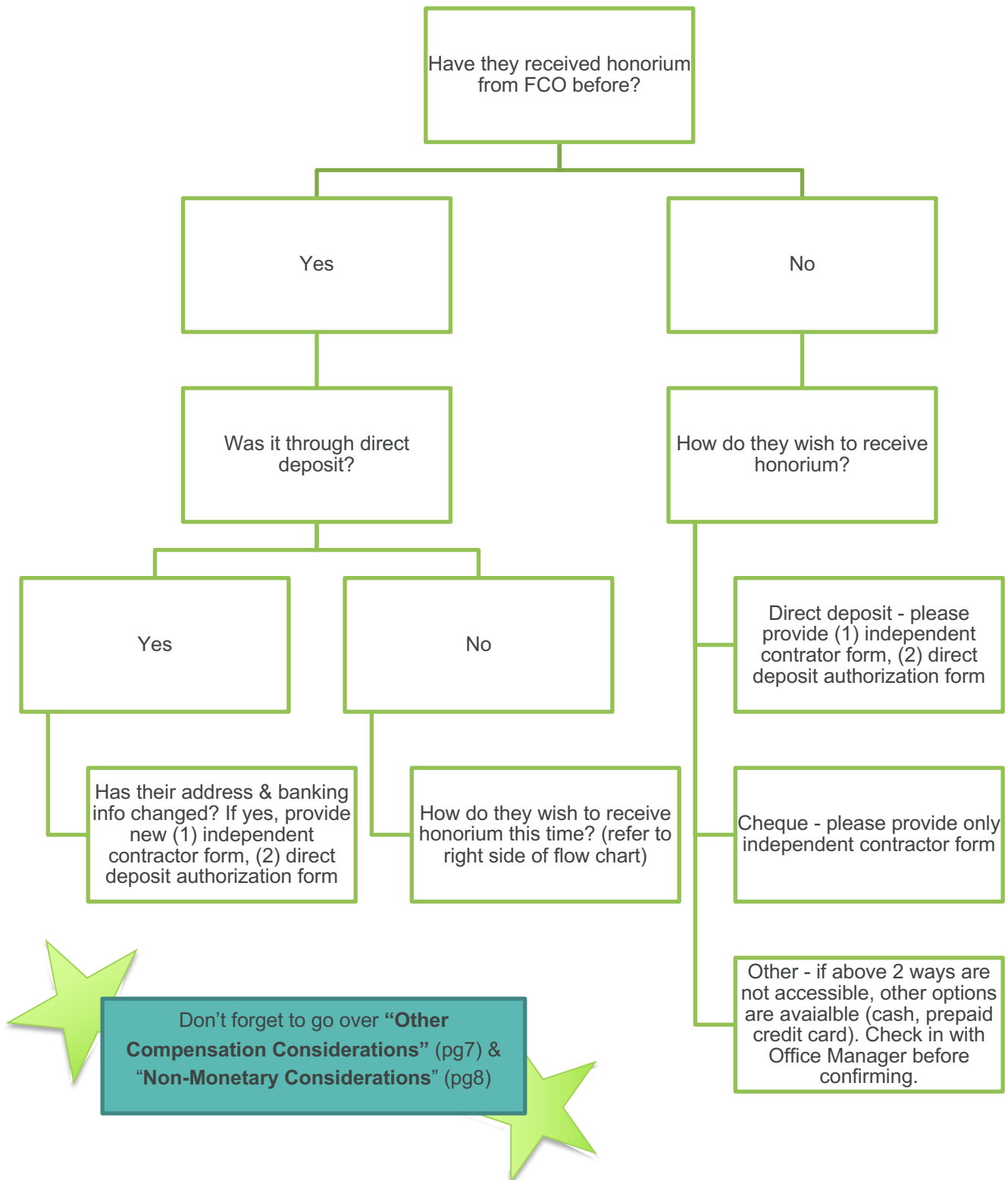
Office Manager  
Foundry Central Office  
[Email]

## Procedure

<p><b>Before reaching out:</b></p>	<p><b>ORIENTATION &amp; CONTEXT</b></p> <p>Have you familiarized yourself with the <a href="#">honoraria guidelines</a>? If you have questions, please direct them to the contacts on the first page.</p> <p>Identify your <a href="#">request deliverable(s)</a> – eg: presentation, attendance at a meeting, focus group participation, document review, etc.</p> <p>Identify <a href="#">role expectations &amp; flexibility</a> as individual capacity may shift. This can include time commitment, approximate preparation time needed, travel considerations, etc.</p> <p><a href="#">Logistical details</a>: this includes the event date, time &amp; location</p> <hr/> <p><b>SUPPORT &amp; ADMINISTRATION</b></p> <p>Identify a <a href="#">point person for the participant</a>. In most cases, this person will also be their main point of contact for the event/ activity and may not always be the Youth Peer Engagement Coordinator(s) and/or Family Engagement &amp; Service Provider Liaison.</p>
<p><b>When you are reaching out:</b></p>	<p><b>RESPONSIBILITIES OF POINT PERSON</b></p> <p>Identify yourself as their point person for any questions about the request &amp; honoraria. Provide them with the <a href="#">Foundry Timekeeping Sheet (Appendix 1)</a>.</p> <p>Provide guidance through the honoraria process &amp; be available to answer any questions that come up – this includes walking them through the <a href="#">honoraria flow chart (pg5)</a> and any <a href="#">other compensation considerations (pg7)</a>.</p>
<p><b>Processing Honoraria</b></p>	<p><a href="#">Processing the Honoraria:</a></p> <ol style="list-style-type: none"> <li><b>Confirm Hours</b> - at the end of the activity, have the participant complete and submit their honoraria timekeeping sheet to you. Confirm the hours are accurate and representative of the work they have done.  *If the activity spans over many months, have the participant submit a timekeeping sheet on a monthly basis.</li> <li><b>Submit Timekeeping Sheet</b> – submit to FCO Admin team. Confirm with Admin team how the participant wishes to receive honoraria and if</li> </ol>

	<p>corresponding paperwork has been received. If so, the admin team will take it from there.</p> <p>*If the participant has opted for direct deposit or cheque, inform them that it will take approximately 3-4 weeks before receiving their honoraria.</p>
<b>When the event/ activity is completed:</b>	<p><b>WRAPPING UP</b></p> <p><b>Follow up</b> – check-in to see if their honorarium was received. If not, check-in with the FCO Admin team and provide the participant with an update.</p> <p><b>Non-monetary consideration</b> – provide any additional support. If you have already asked this near the beginning, it doesn't hurt to ask again. People change their minds! <b>More on pg8.</b></p>

## Honoraria Flow Chart



## Honoraria Amounts

Type of Work	Recommended Amount
<b>Advisory role-related activities</b> (meeting, document review, etc.)  <i>Additional considerations: paying 1hr minimum when work requires less than 1hr</i>	\$25/hr
<b>Facilitation/ presentation</b>  <i>Additional considerations: preparation time to be paid at \$25/hr</i>	\$50/hr
<b>Special projects</b> (at the request of external partners; can include focus group discussions, external advisory recruitment, etc.)  <i>Additional considerations: we recognize that this will be dependent on external budget(s) but recommend to our partners a minimum of \$25/hr</i>	Min. \$25/hr

**Please Note:** Providence Health Care will issue individuals a T4a slip if the honoraria received by an individual exceeds \$500 per calendar year. Please remember to communicate this to individuals when going through the honorarium process.

## Other Compensation Considerations

Below is a list of additional compensation considerations to keep in mind when we ask young people, family members, and others to participate in Foundry-related activities and events.

Consideration	Recommended Reimbursements
<b>In-Town:</b>	
Transportation	<ul style="list-style-type: none"> <li>• Public transit pass (daily pass)</li> <li>• Mileage (\$0.52/km)</li> <li>• Taxi</li> <li>• Parking</li> </ul> <p><i>*Remember to check-in with individual regarding what mode of transportation they are most comfortable with &amp; feel safe using.</i></p>
Travel time	<p>\$25 (flat) when travel time to-and-from event is 1hr+</p> <p><i>*Only applies to local participation and not to events that require individuals to travel outside of their home city/ local community</i></p>
Childcare	Individual and situation dependent
Other	Ask individual if there are any other considerations to support their participation
<b>Out-of-Town:</b>	
Transportation	<p>Ask the individual what mode of transportation they are most comfortable with &amp; feel safe using to get to-from their home:</p> <ul style="list-style-type: none"> <li>• Flight (airplane, seaplane)</li> <li>• Ferry</li> <li>• Driving (own vehicle) + mileage (\$0.52/km) + parking costs</li> </ul> <p><i>*Let them know we can do the booking ahead of time or they can opt to book their own travel and submit receipts/ invoices to us for reimbursement</i></p>
Accommodations	Situation dependent. <i>We will make arrangements with hotel so young people &amp; family members/ caregivers are not required to present credit card during hotel check-in.</i>
Meal allowances (if out of town)	<p>As per Providence Health Care per diem amounts: Breakfast: \$12, Lunch: \$15, Dinner: \$25</p> <p><i>*Remind individual to submit original receipts &amp; alcohol is not included</i></p>

## Non-Monetary Considerations

Whether we are engaging young people or family members, it is important we strive to develop a reciprocal relationship and that our team supports the capacity building of those who dedicate their time to our growing network.

<b>Below is a list of non-financial ways we can demonstrate our support:</b>
Provide a certificate of attendance/ participation,
Offer to write a future reference letter/ letter of support,
Remind individuals this can be added to their resume/ CV,
Be open & receptive to any specific requests they may have,
And much more!



## Appendix 1: FOUNDRY HONORARIA TIMEKEEPING SHEET

### Your Information

First & Last Name:

Position Title:

FCO Contact:

Period Start Date:

Period End Date:

### Instructions:

Make entries in time sheet on a day-to-day basis and submit completed time sheet to your Foundry central office contact each month. If you aren't sure if something counts as honoraria hours, reach out to your FCO contact.

Date	Project (e.g. Evaluation or Expansion)	Total # of Hours
TOTAL NUMBER OF HOURS WORKED (Add all hours in the last column)		