



Practicalities

Driving

If you drive a car in connection with your BCS activities (commuting to and from), it is your responsibility to ensure that you have a valid driver's licence, MOT and that you have appropriate insurance as you will not be covered by the RBL's vehicle insurance. You do not need business vehicle insurance, and most insurance companies will extend their policy to cover volunteering activities at no additional charge. Unfortunately, RBL cannot reimburse costs incurred.

You must not take the person you are supporting/visiting out in your vehicle; should you do so you will become personally liable in the event of an accident.

Expenses

As a Supporter, you can claim expenses for:

- Reimbursement of expenses for supporter calls.
- Travel expenses for visits, training etc.

Supporters should submit a completed expenses form, attaching receipts, to the Branch Treasurer for payment.

Individual gifts

If your branch agrees, you may provide a 'one time only' small token gift to the beneficiary being supported, the value of which should be up to a maximum of £20 (or local currency equivalent). Examples of appropriate gifts are chocolates, flowers, books, cards, magazines or fruit. Alcohol and cigarettes are not considered appropriate for this purpose, and cash must not be given in lieu of a gift. Gifts may only be given to an individual who is a beneficiary of RBL as this ensures that RBL branch funds are used correctly.

Gifts or donations from an individual

You must not personally accept any gifts or monetary donations from the individuals you support. If you have any doubts, please discuss them with your MEO.



If the person you are supporting wishes to give a donation to RBL, please discuss this with your MEO or local community fundraiser to determine how this can be arranged in accordance with fundraising legislation.