

31. Camp Fee Policy

Summary

The purpose of the Camp Fees Policy (this **Policy**) is to establish a framework upon which LSC&PH camp fees can be set. It is intended, that once established, this framework will be communicated to the broader LSC&PH membership to increase the transparency around the LSC&PH fee structure.

Policy Statement

At the request of the Board, the Finance Committee has drafted this policy to ensure that the LSC&PH program fee structure is aligned with the values of the organisation:

To create a stronger, more inclusive society created through service to others

To this effect the following fee structure is designed to achieve the following:

- Simplify the fees for LSC&PH programs and activities
- Decrease administrative costs
- Increase LSC&PH Membership numbers (and ensure all “active members” are indeed paid up members of the organisation)
- Increase Swannees Membership numbers (and increase compliance with liquor licencing requirements of a licenced club)
- Ensure that the burden of fees is fairly spread between each demographic of participant
- Encourage inclusion from non-LSC&PH members to join our programs
- Encourage early payment and commitment to programs and camps
- Ensure that there is a policy framework to support those people suffering financial hardship in participating in LSC&PH programs and activities

In line with our values, the ability to pay for a LSC&PH program should not be a barrier to participation. All program administrative forms should include a note to this effect and office staff will work discreetly with applicants to determine the best approach for paying program fees, for example, payment plans, seeking full or partial sponsorship or requesting Camp Leader and CEO financial hardship discretion.

a. Responsibility

The CEO and office staff are responsible for implementation of this policy, with oversight of the overall process provided by the Finance Committee.

b. Implementation

Clauses 5, 6, 10, 11, 12, 13 and 14 (which include financial hardship discretionary provisions) will come into effect the date this policy is approved by the Board.

Clauses 2, 3, 4, 7, 8 and 9 will come into effect 1 January 2020.

c. Definitions

This Policy divides various LSC&PH Programs into four broad categories as follows:

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Category	LSC&PH Programs included
Anchor Camps	Lord Somers Camp, Lady Somers Camp, Easter Camp, Oldies Camp, Goldies Camp, MAX
Community Camps	ATLAS, Camp Diversity, Mirabel Camp, VSK, Sisterworks, BeDeadly and any future camps introduced in partnership with community organisations
Member Camps	Slush Camps, PTG Camps, Work/Fellowship Camp
Miscellaneous Programs	Other LSC&PH programs and activities not specifically covered by this policy.

This Policy refers to a number of terms whose definition is as follows:

Term	Definition
Concession Fee	The fee for a camp or program for a Concession/student card holder calculated as follows Base Fee less (Concession fee discount % x Base Fee) = Concession Fee
Early Bird Discount	A discount on the Full Fee or Concession Fee given to a Participant in a LSC&PH Program who applies for a LSC&PH Program within the Early Bird Period prior to the relevant LSC&PH Program commencing. The Early bird discount is calculated as follows: Early Bird discount x Base Fee (or Concession Fee if applicable) = Early Bird Discount
Early Bird Period	As defined in sections 2, 3 and 4.
Base fee	The standard fee for a camp or program
Indexation	Based on the consumer price index
Member	A paid up member of LSC&PH and Swannees
Membership fee	The fee to become a paid up member of LSC&PH
Membership Period	The calendar year beginning 1 January and ending 31 December
Non-member	A person who is not a paid up member of LSC&PH
Participant	Any participant (including volunteers acting as participants rather than staff) in a LSC&PH program
Swannees Membership Fee	The fee to become a paid up member of Swannees

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2. Fee Structure

Anchor Camps

Anchor Camps will have the following fee structure:

Fee	Includes
Base Fee	Camp fee, annual Membership Fee and Swannees Membership Fee
Concession Fee	Camp fee, annual Membership and Swannees Membership Fee

For avoidance of doubt, a paper copy of the Journal is not included in the Membership Fee.

An Early Bird Discount of 10% will be available (on Concession Fees and Base Fees) for staff attending Anchor Camps.

The Early Bird Period starts and finishes at the discretion of the office. The following table outlines an example of when early bird periods could occur, and is to be used as a guide only:

Anchor Camp	Guidance on when Early bird period ends
Big Camp (Staff)	3-4 months prior to program commencing
Easter Camp	1-2 months prior to program commencing
Oldies and Goldies	1-2 months prior to program commencing
MAX	1-2 months prior to program commencing

Life members

Life members or members who have previously purchased or received a lifetime membership or life members will have the option to “opt in” to receive a \$30 rebate on their first Anchor Camp fee.

This rebate will have to be requested (in writing or over the phone) to the office.

Transitional Provisions

Members who have purchased an annual membership after 1 July 2019 will have the option to “opt in” to receive a \$30 rebate on their first Anchor Camp fee.

This rebate will have to be requested (in writing or over the phone) to the office

3. Community Camps

Community Camps will have the following fee structure:

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Fee	Includes
Base Fee	Camp fee
Concession Fee	Camp fee
Early bird fee	Camp fee

The Early Bird Period will start and end at the discretion of the office, for example 2 months prior to a Community Camp commencing.

4. Member Camps

Member Camps will have the following fee structure:

Fee	Includes
Base fee	Camp fee

The Base Fee for the following Member Camps are set out below:

Camp	Base Fee
Slush Camps	\$30
PTG Camps	\$30
Work / Fellowship Camp	\$40

For avoidance of doubt, no Early Bird Discounts or Concession Fees are available for Member Camps.

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5. Part time participants

While part-time attendance is neither encouraged nor discouraged, this policy has included a flexible pricing mechanism to cater for part time participants. The fee for those attending a Program part-time will be the lesser of:

- The Base Fee/Concession Fee for the program (as applicable); and
- The standard Somers Inc. nightly facilities charge of \$30 plus \$10 (for food) multiplied by the number of nights stayed at the Program (i.e. \$40 per night).

Should a Program require a specific skill set or a specific person to perform a task at a Camp on a part-time basis (for example additional people with medical training to assist with the cross country), the Camp Leader (with approval of the CEO) has discretion to offer a discounted nightly rate of \$10 (i.e. to cover the cost of food).

6. Miscellaneous Programs

Fees for attendance at various programs will be determined by the Camp/Program leader and approved by the Finance Committee and CEO.

Fees for Miscellaneous Programs should follow a similar fee structure to Community Camps or Member Camps (as applicable).

All fee proposals for programs should be accompanied by a budget for the program, which, at a minimum endeavours to break even i.e. revenue covers the costs of the program.

7. Membership fee

The Membership Fee for those not attending an Anchor Camp will be as follows:

Membership	Includes	Additional Membership perks examples	Fee
Camp Chief's Membership	LSC&PH annual membership, e-Journal, Swannees Membership	Dinner with the Camp Chief Somers coffee cup (which includes free coffee at Big Camp)	Base membership plus a donation greater than \$500.
King and Queens' membership	LSC&PH annual membership, e-Journal, Swannees Membership	Somers coffee cup (which includes free coffee at Big Camp) Get out of swim free card	Base fee plus a donation of between \$200 and \$500.

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Membership	Includes	Additional Membership perks examples	Fee
Duke and Duchess' membership	LSC&PH annual membership, e-Journal, Swannees Membership	Somers coffee cup (which includes free coffee at Big Camp)	Base fee plus a donation of up to \$200.
Co-ord's Membership (Base Membership)	LSC&PH annual membership, e-Journal, Swannees Membership	n/a	\$30

This fee covers the calendar year beginning 1 January (i.e. a membership fee paid on 28 February 2018 will be valid for the period 1 January 2018 – 31 December 2018).

For avoidance of doubt, a paper copy of the Journal is not included in the Base Membership. This policy does not preclude providing and charging for a paper copy of the Journal in addition to the Base Membership Fee.

Additional membership perks

Additional membership perks are intended to be low/no cost, unique Somers-like things/experiences which we can use to differentiate the different tiers of membership to encourage members to purchase higher tiers of membership if they can afford it. The above perks should not be material or of high value and the above are to be used as a guide only, and this policy defers to the CEO on determining the specifics of these perks.

Tax deductibility

LSC&PH is a registered deductible gift recipient.

For tax purposes it is intended that the additional contribution over and above the Membership Fee is a tax-deductible donation for tax purposes.

That is, someone purchasing a Camp Chiefs Membership fee for \$500 will be receive a receipt for \$30 membership fee plus a \$470 donation.

To ensure donations are tax deductible additional membership perks **cannot** carry a material value.

8. Swannees Membership Fee

The grounds of Lord Somers Camp contain a licenced club, Swannees, which is available for use by volunteers and attendees of various programs during the year.

Swannees is a separate legal entity to LSC&PH and nothing mentioned herein is intended to change that fact.

It is understood that in order to comply with liquor licensing requirements people using Swannees must either be an invited guest or a paid up member of the Swannees club.

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As noted in Section 2, included in the Anchor Camp fees a membership fee for Swannees which is currently valued at \$15.

The intention of this is to:

- support the operation of, and the relationship between LSC&PH and the Swannees club;
- streamline the administrative burden of collecting Swannees membership fees separately to Big Camp fees;
- assist the Swannees club with complying with its liquor licencing obligations.

The LSC&PH office will be responsible for forwarding Swannees Membership Fees collected to Swannees as and when appropriate.

For completeness, no additional changes to the \$30 Anchor Camp discount are proposed as a result of this section.

9. Early Bird – Payment plan

For avoidance of doubt, a Participant will be able to receive the benefit of an Early Bird discount for a program even if they choose to pay for said Program using a payment plan, so long as they apply for the Program within the Early Bird Period as directed by this policy. This is to ensure that a Participant can have access to Early Bird Discounts (provided they complete their application on time) despite needing a payment plan option.

10. Early Bird – Camp Leader discretion

The Camp Leader (with the approval of the CEO or the Finance Committee) may either extend or offer individuals access to the Early Bird Discount of any camp for the purposes of encouraging participation when staff numbers are down or specific skills are required for the effective operation of camp.

e.g. It is one week from Camp Diversity commencing and the camp still does not have a first aid officer. The Camp Leader (with approval from the CEO) asks Julia, a paramedic, to come to the camp to fulfil the first aid officer role and offers her the Early Bird Discount on her camp fee.

e.g. It is 3 weeks from VSK Camp commencing and only 20 staff applications have been received, the Early Bird Discount will end tomorrow. The Camp Leader (with approval of the CEO) has extended the Early Bird Period for another week to encourage more people to attend the camp.

11. Indexation

All fees will be indexed on an annual basis during the budget preparation period May of each year.

Once the indexation increase has been determined, the updated fees will come into effect on 1 January of the following year.

The indexation rate will be CPI rounded up to the nearest whole dollar value.

12. Review of Policy

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This Policy will be reviewed annually (at the time of budget preparation and approval), by the Finance Committee, or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Finance Committee to the Board.

13. Review of fees

Fees and discounts will be reviewed on an annual basis during the budget preparation process in May.

14. Financial Hardship

LSC&PH is an inclusive organisation, and we do not believe anyone should miss out on a program due to financial hardship. If a Participant, Volunteer or Member is experiencing financial hardship or is not intending to participate in a Program due to financial hardship the Camp Leader (with approval from the CEO) has complete discretion as to how this policy applies to that individual i.e. what fees (if any) are ultimately paid by the individual.

Consideration must be given to practices already in place, for example grouper/staff sponsorships, contributions by the Somers Fellowship, Powerhouse Youth Leadership Foundation etc. in giving this discretion.

By extension department heads may alert the CEO or Camp Leader of individuals who may need financial hardship assistance.

All financial hardship requests must be considered fairly and in complete confidence by the Camp Leader and CEO.

15. Concession Protocol

In order to be eligible for a concession discount, Participants must, upon request of the office, provide proof that they are eligible concession card or student card holders.

Subject to the financial hardship provisions, should proof of concession eligibility not be presented on request, Participants will be required to pay the Base Fee (less any Early Bird Discount) in order to participate in the Program.

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Summary

Fees for LSC&PH camps and programs for the year ended 31 December 2020 under this policy are summarised as follows:

Camp	Early Bird Fee (\$)	Base Fee (\$)
Anchor Camps		
Big Camp – Full fee	332	372
Big Camp – Concession fee	228	260
Big Camp – Grouper fee	n/a	576
Easter Camp – Full fee	96	110
Easter Camp – Concession fee (children under 5 free)	75	85
Oldies	101	115
Goldies	101	115
MAX – Staff	n/a	126
MAX – Participant	n/a	194
Community Camps		
Community Camps – Full fee	53	75
Community Camps – Concession Fee	46	65
Member camps		
Slush Camp	n/a	30
PTG Camps	n/a	30
Fellowship / Work Camp	n/a	40-
Membership fee	n/a	30 (plus discretionary donation)

A Membership Fee of \$30 for the calendar year is required to attend any Anchor Camp of LSC&PH.

Lord Somers Camp and Power House is an inclusive organisation and we believe that no one should miss out on our programs due to financial hardship. This policy has been drafted with this in mind and contains specific provisions which allow the Camp Leader and CEO to apply their discretion on fees to those claiming financial hardship.