



Community Educator (CE) Agreement, 2017-2020

As a Community Educator for the Columbia Basin Environmental Education Network's (CBEEN's) Wild Voices for Kids Program I hereby agree that:

1. I am a registered member of CBEEN, current to each school year I deliver programs within;
2. I am not an employee, contractor nor an official representative of CBEEN; I am providing my knowledge and services to support environmental education in the Columbia Basin;
3. I will provide the Wild Voices Program Manager with a copy of my Criminal Record Check prior to any contact with students, and will update this CRC to be current within a period of five years, or as requested by CBEEN staff;
4. I will share my Social Insurance Number with CBEEN so that I may be provided with a T4-A detailing my honoraria and expense income at year-end;
5. For safety and liability considerations, I will share information related to my personal WorkSafeBC coverage with CBEEN:
 - 5.1. If I am registered or able to register for personal coverage. I will provide the Wild Voices Program Manager with my WorkSafeBC number;
 - 5.2. If I do not qualify for personal WorkSafeBC coverage, I will send written verification of this to the Wild Voices Program Manager. Under these circumstances, I will be covered under CBEEN's WorkSafeBC coverage for the Wild Voices Program.
6. I understand that any photos taken of me may be included in CBEEN communications.

Presentation

7. Prior to any bookings for my program(s), I will complete the online Wild Voices Program Application for approval by the Wild Voices Program Manager and the Wild Voices Advisory Committee. I am responsible for the content of my presentation(s) in that:
 - 7.1. My presentation(s) is/are related to the environment and/or natural history;
 - 7.2. My presentation(s) is/are linked to the current BC public school curriculum;
 - 7.3. My presentation(s) is/are bias-balanced, based on reputable scientific or historical research, and do not promote partisan political messages of any kind.
8. Once my presentation(s) is/are approved, I will communicate any subsequent changes to program content immediately and in writing to the Wild Voices Program Manager;



9. I have the freedom to accept or deny requests for my presentation(s) dependent upon my availability, however:
 - 9.1. I will honour all bookings once made, or will make all reasonable efforts to contact a school to cancel or postpone if necessary;
 - 9.2. I will notify the Wild Voices Program Manager of significant or long-term changes to my availability to deliver programs.

Delivery

10. When delivering a field-based presentation, I will be protected from liability under CBEEN's insurance policy only if I act in accordance with the following:
 - 10.1. Field trips will at all times be planned, organized and conducted with the standard of care of a prudent parent and careful educator:
 - 10.1.1. I will take all reasonable steps to evaluate and minimize risk to students;
 - 10.1.1.1. I will communicate my trip plan to the teacher;
 - 10.1.2. I understand that field-based presentations are not to occur in the backcountry, but be confined to private or publicly managed lands, or established trails, sites or facilities on Crown land;
 - 10.1.3. I will inspect any new field site to ensure it is accessible, safe, age- and ability-appropriate prior to delivering a presentation there;
 - 10.1.3.1. *I will not take students into areas of ongoing industrial activity or near natural hazards such as cliffs, swift moving water or avalanche paths in winter;*
 - 10.1.4. I will not engage in any activity considered inherently hazardous to students, including but not limited to: rock or cliff climbing, rappelling, downhill skiing or activities over water;
 - 10.1.5. I will conduct all presentations during normal school hours, and understand that overnight field trips are not permitted.
 - 10.2. That I will report to CBEEN immediately of any incident or injury to a student during a field-based presentation.
11. I am responsible for obtaining all permits required for field-based presentations:
 - 11.1. I understand that field trips shall not occur on private lands without the consent of the landowner;
 - 11.2. I will ensure that access to the site is permitted for the time that the field trip is to take place.
12. I recognize that teachers also have responsibilities during my presentations. The teacher(s):
 - 12.1. Must be present at all times: I understand that I am never to be alone with a minor;
 - 12.2. Is/are responsible for class management during my presentation;
 - 12.3. Is/are ultimately responsible for the students under their care;
 - 12.4. Is/are responsible to ensure the activity adheres to School District Policy;
 - 12.5. Is/are responsible for forwarding any email communication from myself to parents regarding the program they are to receive.



Honoraria & Expense Coverage

13. As a token of appreciation for my time, CBEEN will provide an honorarium for my services:
- 13.1. Only if I am *not* already being paid wages during the delivery of the program by my current employer;
 - 13.2. According to the current rates outlined on the Community Educators page of the Wild Voices website for in-class and field-based presentations;
 - 13.2.1. *I understand that compensation is inclusive of GST, and it is my responsibility to account for this income to the Canada Revenue Agency (CRA);*
 - 13.3. Upon the receipt and approval of an online Honoraria Request;
 - 13.3.1. *I agree to submit these requests for payment within CBEEN's online system upon completion of each Wild Voices for Kids program;*
 - 13.3.2. *I will include the number of volunteer hours I contribute in-kind in preparing for and travelling to each Wild Voices for Kids program I deliver;*
 - 13.3.3. *I understand that CBEEN pays out invoices on a monthly basis: invoices submitted at month-end will be paid-out in the following calendar month.*
14. I may be compensated for the mileage I incur over 30 km, one-way for travel to the Wild Voices presentations I deliver according to CBEEN's *Environmental Operations Policy*. However, to be considered for compensation of travel expenses, I must:
- 14.1. Submit a written request to the Wild Voices Program Manager for pre-approval before the mileage is incurred;
 - 14.2. Once approved, I will submit an online invoice for travel expenses monthly (or as needed) to the Wild Voices Program Manager.

Agreement

15. I understand this agreement will come into effect upon the date of the final signature, and will remain in effect for a period of three (3) years from this effective date.

If an employer pays your time and you will not be receiving honoraria, please initial here:

WorkSafeBC Number: _____

Social Insurance Number or Business Number: _____

By signing below, I acknowledge I agree to the contents of this agreement:

Date: _____ (Month DD, YYYY)

Name: _____ (Please Print)

Signature: