



Community Educator (CE) Guidelines, 2020-2023

The following policies, procedures and rules apply to anyone acting as a Community Educator (CE) for the Columbia Basin Environmental Education Network's (CBEEN's) Wild Voices for Kids program:

1. All CEs shall be registered members of CBEEN, current to each school year in which they deliver programs;
2. CEs are not employees, contractors or official representatives of CBEEN; they simply provide their knowledge and services to support environmental education in the Columbia Basin;
3. All CEs shall provide the Wild Voices Program Manager with a physical copy of their 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. CE's will share their Social Insurance Number with CBEEN so that they may be provided with a T4-A detailing honoraria and expense income at year-end;
5. For safety and liability considerations, CEs will share information related to their personal WorkSafeBC coverage with CBEEN:
 - 5.1. If the CE is registered or able to register for personal coverage. The CE will provide the Wild Voices Program Manager with their WorkSafeBC number;
 - 5.2. If the CE does not qualify for personal WorkSafeBC coverage, they will send written verification of this to the Wild Voices Program Manager. Under these circumstances, the CE will be covered under CBEEN's WorkSafeBC coverage for the Wild Voices Program.
6. CEs understand that any photos taken of them may be included in CBEEN communications.

Presentation

7. No CE's program(s) will be booked until the CE has completed the online Wild Voices Program Application for approval by the Wild Voices Program Manager and the Wild Voices Advisory Committee. The CE maintains sole responsibility for the content of my presentation(s) in that:
 - 7.1. Their presentation(s) is/are related to the environment and/or natural history;
 - 7.2. Their presentation(s) is/are linked to the current BC public school curriculum;
 - 7.3. Their 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 a presentation(s) is/are approved, the CE will communicate any subsequent changes to program content immediately and in writing to the Wild Voices Program Manager;

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

Delivery

10. When delivering a field-based presentation, CEs will only be protected from liability under CBEEN's insurance policy only if they act in accordance with the following:
 - 10.1. Field- based programs will at all times be planned, organized and conducted with the standard of care of a prudent parent and careful educator:
 - 10.1.1. The CE will take all reasonable steps to evaluate and minimize risk to students;
 - 10.1.1.1. The CE will communicate their trip plan to the teacher;
 - 10.1.2. The CE understands 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. The CE 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. *The CE 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. The CE 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. The CE will conduct all presentations during normal school hours, and understand that overnight field trips are not permitted.
 - 10.2. That the CE will report to CBEEN immediately of any incident or injury to a student during a field-based presentation.
11. CEs are responsible for obtaining all permits required for field-based presentations:
 - 11.1. CEs understand that field-based programs shall not occur on private lands without the written consent of the landowner;
 - 11.2. CEs will ensure that access to the site is permitted for the time that the field trip is to take place.
12. CEs recognize that teachers also have responsibilities during presentations. The teacher(s):
 - 12.1. Must be present at all times: The CE understands that they are never to be alone with a minor;
 - 12.2. Is/are responsible for class management during the CEs 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 the CE 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 CE services:
 - 13.1. Only if the CE is *not* being paid wages during the delivery of the program by the CE's 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. *The CE understands that compensation is inclusive of GST, and it is their 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. *The CE agrees to submit these requests for payment within CBEEN's online system upon completion of each Wild Voices for Kids program;*
 - 13.3.2. *The CE will include the number of volunteer hours they contributed in-kind in preparing for and travelling to each Wild Voices for Kids program they deliver;*
 - 13.3.3. *The CE understands that CBEEN pays out honorarium requests on a monthly basis: invoices submitted at month-end will be paid-out in the following calendar month.*
- 14. The CE will be compensated for the mileage they incur for travel to the Wild Voices presentations they deliver according to CBEEN's *Environmental Operations Policy*. Travel pre-approval from the Wild Voices Program Manager is *only* required if the CE is travelling beyond the distances set out at the beginning of the school year or in other subsequent written communication by the program manager. These trips/programs must meet a gap in local programming. To be considered for compensation of travel expenses beyond the distances set out, the CE must:
 - 14.1. Submit a written request via email to the Wild Voices Program Manager for pre-approval *before* the mileage is incurred;

Agreement

- 15. I understand these guidelines will remain in effect for a period of three (3) years from this effective date.

Upon reading the guidelines in full, answering the questions below and signing off on this document, please submit this page to the Wild Voices Program Manager.

Is an employer paying your time and thus you will not be receiving honoraria?

Yes

No

If \$500 or more is disbursed to me in honoraria during a tax year a T4A will be issued by CBEEN. Please write your preferred email address to securely send the T4A to. By providing this email address I understand that I am giving CBEEN consent to email my T4A

Email address for T4A: _____

WorkSafe BC Number (if applicable) _____

By signing below, I acknowledge that I have received and read the Community Educator Guidelines.

Date: _____ (Month DD, YYYY)

Name: _____ (Please Print)

Signature: