# Buddying Guidance

## Purpose

To create a supportive, inclusive, and empowering environment where young individuals can develop meaningful relationships with volunteer buddies. Typically, these relationships involve groups of 2 to 4 persons. Any larger group size requires trustee approval.

## 1. Planning and Activities

To ensure a fulfilling and well-organized experience:

• Choose Fun Activities: Pick activities that members and volunteers enjoy.

• Get Approval When Needed: If an activity costs more than the set limits, ask trustees for approval first.

• Excluded Events: Activities that have already been provided by Young and Free as group events can not be claimed, for example, tickets to the theatre if the show has already been offered.

## 2. Claim Submission Process

To ensure smooth reimbursement:

1. Keep Receipts: Save all original receipts for your expenses.

2. Use the Form: Fill out the official expense claim form.

3. Ask for Approval: If something costs more than the set limits, get it approved before the activity.

4. Submit on Time: Turn in your claims within 3 months of the activity, or they won’t be accepted.

### Can be claimed per person

• Members can claim.

• Volunteers of Young and Free can claim.

• Up to two activities per month.

• The following limits apply per activity:

 o Meals: Up to £25.

 o Taxi/Bus Fare: Up to £25.

 o Event Tickets: Up to £25.

 o Mileage for personal vehicles (standard rates).

**Handwritten receipts no longer accepted**

### Not to be Claimed

• Non-members or non-volunteers.

• Alcoholic drinks.

• Activities costing more than £25 without trustee approval.

• Expenses without receipts.

* Handwritten receipts

• Claims submitted more than 3 months after the activity.

• Groups larger than 4 people without trustee approval.