



International Children's Advisory Network, Inc.
Participation and Travel Policy

Updated 3/10/2022

This document applies to all travel which is related to and paid by the International Children's Advisory Network (iCAN), whether directly or through reimbursement of expense (please refer to APPENDIX B iCAN Travel Reimbursement Policy found at www.icanresearch.org) – e.g. to attend a Summit, conference or any other opportunity requiring travel. This policy applies to all iCAN youth member/youth council/young adult professional participants, chapter leaders, families/guardians (including siblings) and adult chaperones. It is the responsibility of participants (identified above) to make sure that they have the necessary documents required for travel, which may vary depending on the destination. Please make sure you read through this document thoroughly prior to travel and contact the Director of iCAN at info@icanresearch.org if you have any questions or concerns.

If participants do not abide to the policies, then participants may not be considered allowable to attend activities during the event, as well as, not attend future conferences and summits on behalf of iCAN.

I. Liability:

- A. A parent/guardian or designated caregiver/chaperone (with appropriate documentation completed - Appendix A) must travel with, **and** be responsible, for any child or youth participants under the age of 18 years, regardless of country of residence.
- B. Any participant under the age of 18 years will be required to travel with an adult chaperone who will be responsible for them throughout the duration of the trip. **Should the person accompanying the youth participant not be their legal parent or guardian, an official iCAN permission slip must be completed, prior to travel, documenting the adult liable and responsible for the youth.**
- C. Under no circumstances will iCAN be held accountable or be responsible for any participants.
 1. This includes medication administration for a participant – the child must be able to administer their own medication or have another adult (chaperone or team lead) who is knowledgeable about its use and administration and who is ultimately responsible.
 2. Seeking and obtaining medical care, through non-emergency and emergency, clinic, hospital and, private care institutions. The individual or parent/chaperone is responsible for all medical needs for participating youth under their care.
 3. Each individual or parent/chaperone is responsible for any act or omission taken by themselves or a person under their supervision. iCAN will not be responsible for any act or omission taken by any member, parent, team leader, or chaperone.
- D. By accepting funding for travel and/or by otherwise participating in an opportunity which was provided to you by iCAN, you agree not to hold iCAN liable for any kind for injury, loss of life, theft or damage to personal or public property, or any other physical or emotional damages to persons or property.
- E. The Liability Release will be exercised during iCAN Registration or acceptance of travel. The release is written as follows:

- I am voluntarily participating in the iCAN Research & Advocacy Summit known as the Activity. I understand that there are risks associated with my participation in this Activity, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability, death or economic loss. These injuries or outcomes may arise from my own or other's actions, inactions, or negligence, or the condition of the Activity location (s) or facility (ies). Nonetheless, I assume all risks of my participation in this Activity, whether known or unknown to me, including travel to and from the Activity (including air travel) or any events incidental to this Activity. I agree to hold the International Children's Advocacy Network, Inc. (known as iCAN) harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees, as a result of my participation in this Activity, including travel to and from the Activity (including air or other travel) or any events incidental to this Activity. If iCAN incurs any of these types of expenses, I agree to reimburse iCAN. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing iCAN from all liability, (b) waiving my right to sue iCAN (c) and assuming all risks of participating in this Activity, including travel to and from the Activity (including air travel) or any events incidental to this Activity. If I need medical treatment as a result of my participation in this Activity, travel to and from the Activity (including air travel), or any events incidental to this Activity, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware that iCAN does not provide health insurance for me and that I should carry my own health insurance. I am the parent or legal guardian of the Participant and/or am the representative of a Company. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing iCAN from all liability on my and the Participant's behalf and the Company's behalf, (b) waiving my and the Participant's and the Company's right to sue iCAN, (c) and assuming all risks of Participant's and Company's participation in this Activity, including travel to and from the Activity (including air or other travel) or any events incidental to this Activity. I allow the Participant and Company to participate in this Activity. I understand that I am responsible for the obligations and acts of the Participant and Company as described in this document. By registering to attend the Activity, I agree to be bound by the terms of this document.

II. **Expected Behavior and Conduct:**

1. Substance use

1. The consumption of alcoholic beverages is permitted only by adults and those participants who are of legal age for the location from which they reside and, is only permitted outside of scheduled conference hours or outside of iCAN activities.
2. iCAN will not provide any reimbursement for alcoholic beverages.
3. No illicit drugs are to be consumed by participants or adults at any time.
4. Tobacco and vaping use is not permitted by anyone under the age of 21 and, is not permitted by anyone during a scheduled iCAN activity or anytime a participant is representing iCAN.
5. Being in the presence of another member who is illicitly consuming alcohol, tobacco, vaping or other drugs shall warrant the same consequences as if the member had consumed the substance him/herself.

2. **Behavior expectations**

1. All youth participants shall attend all sessions as outlined within their personal agenda during the duration of the iCAN event, summit, discussion, etc..
2. All youth participants and adults are expected to act in a manner appropriate for a professional setting both during and outside of conference hours.

3. Participants should remember that they are representing iCAN for the entire duration of their travel and should act in a manner consistent with displaying a positive and professional image of iCAN.
4. When a participant is engaged as a formal representative of iCAN such as running a booth, he/she must remain there for the allotted time and act in accordance as of representative by displaying a positive and professional image.

C. Dress code

- 1.) The dress code is 'respectful casual' for all attendees at all events (see #3 for exclusions).
- 2.) Examples of appropriate attire include clean, non-ripped, clothing which is respectful of all cultures. Items not to be worn include shirts or sweatshirts with profanity, suggestive language/graphics, or not covering midriff/back, or anything advertising alcohol or drugs, and skirts, dresses or shorts fingertip length or longer.
- 3.) All attendees must also adhere to venue dress codes such as hospitals and research labs in which protective gear must be worn and footwear such as flip flops are strictly prohibited. On occasion, iCAN will host an event which requires athletic apparel such as a hike or sporting activity.
- 4.) iCAN logo apparel is approved and encouraged at any event.
- 5.) Local KIDS Chapters may have additional guidelines.

D. Consequences

1. All participants should be aware that there will be consequences should the behavior and conduct expectations not be met.
2. Consequences will be scaled according to the degree of severity of the offense taken and, may include forfeiture of travel expenses paid and/or immediate dismissal from any conference, event, or iCAN activity.

III. Expenses and Reimbursements:

A. General expense reimbursement

1. All expenses must be authorized, either according to the Travel Policy or in writing BEFORE the item in question was charged and/or paid for by attendee.
2. No reimbursement will be provided for any expense without an itemized receipt. (including taxi fares and tolls)
3. An official, authorized Expense Form (Appendix B), with attached receipts for all expenses, must be filled out and sent to iCAN in order to receive expense reimbursement
4. Expenses will be reimbursed in USD in the form of a paper check for US or Canadian participants or by money transfer for those from other countries.
5. If expenses were paid in a foreign currency, the amount reimbursed in USD will be based on the conversion at the time the reimbursement check is requested by iCAN.

B. Airline and train reimbursement – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.

1. Airline or train reimbursement may be offered, with receipt showing payment, up to a designated value which will be disclosed to participants before they are asked to make their travel arrangements.

2. The amount allocated for reimbursement will depend on departure and arrival locations and time of year that the travel will occur.
3. Only coach/economy class tickets will be reimbursed, even if you are able to book a higher class of ticket within the allocated price range.
4. Travel insurance will only be reimbursed for international trips and only if the cost of airfare and travel insurance combined falls below the allocated value.
5. There will be no reimbursement for travel paid for in frequent flier miles, voucher, coupons, or other rewards system. Reimbursement is subject to amount paid in dollars.

C. Reimbursement for mileage – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.

1. In lieu of airline or train tickets, iCAN may offer to reimburse for mileage according to the current IRS Rate. Participants must record their beginning and ending mileage, and they will still be held to the same allocated amount as if they had flown. This will be approved in advance by the iCAN Treasurer or Director.
2. Trips less than 150 miles each way (300 total) will NOT be considered for reimbursement
3. Mileage driven to/from a local or international airport, train station, or other point of departure will NOT be reimbursed
4. iCAN will not be held liable for any death, personal injury, or damage to personal vehicles or caused by anyone driving a personal vehicle.

D. Reimbursement for rental cars – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.

1. The cost for renting a car may be reimbursed with pre-approval from the iCAN Treasurer or Director, using an allocated price range that would be provided for an airline/train ticket or using a personal vehicle.
2. Reimbursement will be provided only for the dates of the conference and traveling to/from the conference. Use of the rental car for additional days will be at the expense of the family/participant
3. iCAN will not be held liable for any death, personal injury, or damage to rental cars or caused by anyone driving a rental vehicle.
4. iCAN will only reimburse the daily rental rate for the vehicle and fuel that is required during the rental period. iCAN will not pay for any other expense, including insurance, navigation, tolls, or other services.

E. Other transportation reimbursement – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.

1. Parking expenses at airport garages, self-parking lots/car parks, train stations, and so on will NOT be reimbursed.
2. Taxi costs will not be reimbursed, unless it has been explicitly authorized in writing BEFORE the expense is charged. This includes taxis between airports, train stations and hotels, as well as those taken during the course of the conference or meeting.
3. We will not reimburse checked bags or items for trips UNLESS the checked bag or item is related to a medical need or otherwise approved by the Director of iCAN prior to travel.

F. Hotel reimbursement – dependent upon iCAN prior approval and does not apply to all events, including summit, conference, presentation, or other travel.

1. Hotel rooms will either be booked in advance and paid by iCAN, or reimbursed up to designated amount (usually a basic room) with receipts, depending on the conference/travel purpose

2. Only authorized hotel stays will be reimbursed, and only for the dates authorized. If families book extra nights at a hotel they will be responsible for the extra cost.
3. The cost of reimbursement for a hotel room will be based on the approval for the amount of travelers approved to attend the event. This may be approval for only one youth member and one parent.
4. iCAN will not reimburse for any damage caused to the room, room services or other charges to the hotel bill.

G. Reimbursement for meal expenses

1. Reimbursement for meals or beverages while attending conferences will not be provided.
2. In addition, there is no reimbursement for any charges related to alcohol consumption.

IV. Emergencies

H. Trip cancellations

1. Families must contact iCAN immediately in the event that they need to cancel their trip/travel, or their travel plans become delayed/canceled.
2. Possible reimbursement will be dealt with on an individual basis.
3. It is the responsibility of the traveler to purchase travel insurance.

I. Emergency contacts

1. All participants should give emergency contact information to iCAN and, their team leader prior to their departure.
2. It is recommended to share contact information amongst traveling attendees.
3. This emergency contact should be someone who is not traveling with the participant.
4. If leaving the country for travel, it is the traveler's responsibility to contact the embassy of their country to let them know of their arrival in another country. The traveler is also responsible for asking for embassy travel alerts within the visiting country.

V. Legal Documentation

J. Passports, Driver's Licenses, ID Cards, medical and legal documentation.

1. Families are responsible for obtaining the necessary paperwork to travel. iCAN is not responsible and does not hold liability to expired, denied or stolen/missing legal documentation. *Effective 2020, TSA has instituted a new policy for air travelers using a driver's license for ID as it must be marked as a REAL ID.*
2. It is recommended that multiple copies of legal documentation are made and stored in secure areas that are accessible should a problem arise. Time should also be allotted to ensure that the documents are in the traveler's possession prior to the trip start date.
3. iCAN is not responsible for any legal documentation to bring medicines, foods or drinks through TSA and airport security. Attendees must request necessary information from their medical support team and TSA Cares.

All ATTENDEES: Please Review and Print/Submit two forms found on the iCAN website:

Appendix A. Parental Permission Slip

Appendix B. iCAN Reimbursement Form + Save all receipts