

## PROGRAM POLICIES (updated February 7, 2024)

### I. FEE SETTING GUIDELINES

#### Purpose of Fee Setting Guidelines:

- To give the Board a place to start from in determining fees for each year.
- To improve communications about rates to the community.
- To ensure that fees reflect a balance of our mission, principles, and values.

#### Values applied for setting fees:

##### Community Supported

- Income equals expense. Net Operating Income is targeted to at least break even.
- Supply and demand determine fee differentials (plumbing versus non-plumbing, program fees versus housing fees etc.)

##### Affordability

- Donations and Investment income supplement program/housing fees to cover expenses.
- Daily staff positions and fee assistance make it possible to pay lower fees.
- Fee increases generally do not exceed 3% in any one year.
- Fee changes will balance financial performance.

##### Forward thinking

- Depreciation is included in Operating Expense in the anticipation of the need for capital replacement.
- Fees for the following year are set using results of the current year.
- If at the end of the third quarter, the projected Net Operating Income for the year is negative, the Board will consider an increase for the coming year.  
(October 2012)

### II. FEE ASSISTANCE

Fee assistance is available to those who wish to attend a program but find the fees problematic. Assistance offered is to encourage daily staff participation, selection of non-plumbing or tenting accommodations, and/or discount the program fee by 50%. (March 2020)

### III. PROGRAM CANCELLATION POLICY

At two weeks prior to the event, any program with fewer than 10 registered non-local participants will be cancelled; those registered will be notified by email and/or phone. Programs may also be cancelled due to a presenter's determination. (December 2019)

If the Board deems a proposed or scheduled program to be counter to OIF mission, a majority of the Board members may approve its cancellation. (October 2017)

## IV. DISCOUNT FOR MEMBERSHIP

A 5% discount on fees (daily meals and accommodation plus program fee) to registrants who are Friends of Indralaya OR national Theosophical Society members. (November 2023)

There is no discount on retail items in the bookshop. (October 2015)

## V. ISLANDERS ON DAILY STAFF

A person who does not stay overnight at Indralaya but who volunteers on daily staff is not required to pay for meals but is required to pay the program fee. (May 2019)

## VII. SCHEDULED WORK PARTIES

A minimum fee of \$25.00 per person regardless of age will be charged to attend a work party. (June 2023)

## VIII. PERSONAL WORK PARTIES

Management may accept people who have attended camp before for “personal work parties” where the individual is responsible for working 5 hours per day self-directed, with the same food policy as on personal retreats (buy and cook their own food.) (May 2019)

## IX. PETS AND SERVICE ANIMALS

Per law, ADA approved service animals are permitted, to be registered in below mentioned cabins. Emotional support animals and pets are prohibited. (February 2019)

Dogwood is approved as the cabin allowed for ADA approved service animals.

If plumbing is required, Round House #1 is the approved cabin.

## X. CABIN ACCESS POLICY

Cabins are considered private when occupied by participants, volunteers, or staff. Occupied cabins may be entered for repairs or issues with the express permission of the occupant. Cabins may be entered without permission in the case of an evident emergency. (December 2019)

## XI. PRIVACY PROTECTION POLICY

In order to protect the privacy and trust of participants, Indralaya personnel with access to confidential information agree to safeguard that information and refrain from sharing contact information and/or

contact lists without the express approval of the parties involved. (December 2019)

## XII. LEADERS AND PRESENTERS

**Leaders:** Community members who act as coordinators, facilitators, and program leaders of Indralaya programs who are offered no honorarium for their services.

**Presenters:** Program leaders who are responsible for all sessions and are offered an honorarium for their services.

	<b>Programs charging full Program Fee</b>	<b>Programs charging half Program Fee</b>
<b>Programs with Leaders</b>	<ol style="list-style-type: none"> <li>1. Leader/Coordinator pays no fees.</li> <li>2. Family members pay the prevailing rates</li> <li>3. Generally, travel is not paid, although leader's travel can be paid IF they are responsible for substantial portion of the program content (ed. Mentors at Mentorship TT)</li> <li>4. If a leader has a partial role, they pay no camp fees for the day(s) they lead. *</li> <li>5. Special materials needed for the program are reimbursed.</li> <li>6. Normally no honorarium is offered to the leader(s).</li> </ol> <p>Applies to TT, Family Camps, Community-led programs</p>	<ol style="list-style-type: none"> <li>1. Leader/Coordinator pays no camp fees</li> <li>2. Family members pay the prevailing rates.</li> <li>3. Travel is <b>not</b> paid.</li> <li>4. If the leader has a partial role, they pay no camp fees for the day(s) they lead. *</li> <li>5. No reimbursement for supplies or materials.</li> <li>6. No honorarium is offered.</li> </ol> <p>Applies to Connections</p>
<b>Programs with Presenters</b>	<ol style="list-style-type: none"> <li>1. Presenter pays no camp fees.</li> <li>2. Presenter's travel is paid.</li> <li>3. Presenter may bring family at no charge.</li> <li>4. Presenter normally housed in plumbing cabin.</li> <li>5. Presenter is offered an honorarium of half of the accumulated program fees paid by all participants.</li> <li>6. Presenter may come a day early and stay a day after the scheduled dates at no charge. If a longer stay is desired, personal retreat rates and policies apply.</li> </ol> <p>Applies to most Spring and Fall programs, Deep Singing, Creativity week, Yoga, Meditation, Leveys, Tai Chi</p>	
<b>Program Patients</b>	<ol style="list-style-type: none"> <li>7. Orcas Island Therapeutic Touch patients will be charged a \$20 per day facility fee. This does not include meals.</li> </ol>	

\*Definition of a “Day:” In regard to a leader’s partial service during a program, leading for one session/one day allows that leader to pay no fees for one “day” which equals one night and 3 meals at no charge.

1. **Extra day before the program** - Leaders of programs can attend camp a day before the program starts to prepare for their program and stay for free. Their family members must pay the personal retreat fees. These people must bring and cook their own food. (December 2019)
2. **Additional housing policy for leaders** - If a leader with partial responsibilities is housed in a plumbing cabin, but that leader stays on beyond their presentation days as a participant, they would pay the plumbing rate for the extra days. If they desire a move to non-plumbing but there are none available, they would pay the non-plumbing rate for the remainder of their stay in a plumbing cabin.
3. **1099’s** - All presenters taking an honorarium will provide a W-9. 1099s will be issued as required. (December 2019)
4. **A limit of 4 leaders** on each program may get free registration and lodging. These 4 spots may be split amongst more than four people at their choosing. (December 2019)
5. **Modifications to physical property**

A program presenter must receive explicit advance permission from OIF Board and/or Executive Director in order to create or alter any permanent or semi-permanent physical modification of the space. (December 2019)