



# Bruce Trail CONSERVANCY

## **Bruce Trail App for Volunteers** **Instructions for Reimbursement**

2025-10-01

The Bruce Trail Conservancy (BTC) is supporting our on-Trail volunteers by offering reimbursement of the cost of Annual Subscriptions to the Bruce Trail App, purchased after July 1, 2025.

This program is made possible through the support of anonymous donors – the match funders of the Trail Development & Maintenance Endowment Fund have expanded their giving to include covering the costs associated with this program.

### **ELIGIBILITY**

Any Annual Subscription payment made by an eligible volunteer on or after July 1, 2025 is eligible.

The following volunteer roles are eligible for Bruce Trail App reimbursement:

- Trail Development & Maintenance (Trail Monitor, Trail Captain, Zone Coordinator, Quadrant Leader, Sawyer, Sawyer Helper, Mower, Trail Director)
- Land Stewardship (Land Steward, Land Stewardship Director)
- Hike Program (Hike Leader, Hike Director)
- Trail Audit

Volunteers must be active within the past year, as determined by the Director of the applicable program in the applicable Club.

Since roles in each Club vary, Club Directors have discretion regarding which roles are eligible for Bruce Trail App reimbursement in the program area they lead.

### **REIMBURSEMENT PROCESS**

An Annual Subscription to the Bruce Trail App will be treated as a volunteer expense that can be submitted directly to the Bruce Trail Conservancy for reimbursement through a unique online form (not a regular volunteer expense form). Requests are approved by the applicable Bruce Trail Club, and reimbursement is made by the BTC to the volunteer through direct deposit.

To receive reimbursement:

- 1) **Download the Bruce Trail App** on an Android or iOS device.
  - 2) **Select “Annual Subscription”** and follow the prompts to set up your payment within Google Play or the App Store.
- OR -



# Bruce Trail CONSERVANCY

**Switch to “Annual Subscription”** if you already have a *monthly* subscription. (See FAQs for instructions).

- 3) **Enjoy the 7-day free trial.** (Only applicable for new subscriptions).
- 4) **Save/locate your proof of payment** when your subscription is charged (after the 7-day free trial).  
Proof can be your payment confirmation email from Apple or Google OR a screenshot of your payment in your Apple or Google account. (See FAQs for instructions)
- 5) Complete a [Bruce Trail App Reimbursement Request Form](https://brucetrail.org/app-reimbursement-request) on the BTC website (<https://brucetrail.org/app-reimbursement-request>).  
[Please do NOT use a regular volunteer expense form for app reimbursement.]

## What happens next?

- 1) Your request will be automatically sent by email to the appropriate Director in your Club (e.g. Trail Director, Land Stewardship Director, Hike Director) for approval.
- 2) The appropriate Director in your Club will approve your request by email notification to the BTC. (*Directors:* See your notes for more details on the approval step.)
- 3) The BTC will reimburse you by direct deposit (using the information you share on the online form). Reimbursement will happen within 15 business days of receiving approval from the Club Director.

## FREQUENTLY ASKED QUESTIONS

### **What if I have a Monthly Subscription to the Bruce Trail App?**

Please switch to an *Annual* Subscription before applying for reimbursement. Only Annual Subscriptions are eligible for reimbursement.

To switch subscription types, open the Bruce Trail App. Head to Profile > Settings (gear icon) > Manage Subscription > Switch to Annual Subscription. You will be charged the Annual amount the day that you switch.

### **What if my last Annual Subscription payment was made before July 1, 2025?**

If your most recent Annual Subscription payment was made before July 1, 2025, it is not eligible for reimbursement. Just wait until your next subscription payment occurs and submit for reimbursement at that time. This reimbursement program was introduced as of July 1, 2025, in conjunction with the BTC's fiscal year.

### **May I / Will I need to do this again next year?**

Yes, you will still be charged by Google/Apple annually if you maintain your Annual Subscription. If you continue to be an active volunteer in an eligible role, you may apply for reimbursement each subsequent year.



# Bruce Trail CONSERVANCY

## **May I receive a tax receipt in lieu of reimbursement?**

Sorry, no. Unlike some other volunteer expenses, a charitable tax receipt *cannot* be issued in lieu of reimbursement for the Bruce Trail App.

## **May I be reimbursed by cheque or e-transfer?**

Sorry, no. Reimbursement is only available by direct deposit.

## **Why don't you just give volunteers the Bruce Trail App for free?**

We recognize that paying for the app and receiving reimbursement may seem more convoluted than just getting a promo code or access to a free app. Unfortunately, offering a promo code or free access to the Bruce Trail App is not possible at this time due to several complications. The reimbursement approach is currently the most efficient way to manage how the BTC offers this benefit and to whom, and the easiest path for volunteers to follow.

Complications include differences in the way Apple and Google handle promotional codes and free offers. This means the number and/or length of free offers we are able to provide would vary between operating systems (which would not be entirely fair), and we would need to know the type of device each of our volunteers uses.

In the future, if we are able to develop a promo code or access solution that would work in both operating systems, and which we could manage in an ongoing way, then we may change approaches.

## **Do I have to get the Bruce Trail App?**

The Bruce Trail App is not required for any volunteer position, but many volunteers may find it useful. Some volunteers may simply wish to pay for their Bruce Trail App subscription (perhaps monthly) and not request reimbursement. This program is in place for those eligible volunteers who wish reimbursement.

## **How can I use Bruce Trail App in my volunteer role?**

The Bruce Trail App is a navigational tool that can be useful in your role. It contains the latest Trail data and displays BTC protected natural areas. It allows you to plan hikes, enter and search for coordinates, calculate distances, quickly locate yourself on the Trail, drop pins, track hikes, and report trail issues.

For example:

- Trail Captains may copy and paste GPS coordinates from their Trail Director into the Search bar to find the location of an issue on the Trail and save that as a Pin for easy finding in the field.
- Hike Leaders may use the Route tool to get quick measurements of various options for upcoming hikes.
- Land Stewards may see where they are in relation to BTC property boundaries and use the Pin tool to save details about any issues.
- All volunteers can use the Pin tool to Report Trail Issues when they come across them.

Please note that the Bruce Trail App is primarily a tool for **public trail users** and as such, does not have confidential data like Optimum Route or non-BTC property information, nor tools specific to Trail Maintenance, Land Stewardship or the Hiking Program. However, many of the public functions can be helpful.



# Bruce Trail CONSERVANCY

Please also note, the Bruce Trail App is NOT connected to the BTC website or hike schedule.

## How to I find my proof of payment?

Payment for the Bruce Trail App is made directly through the Apple App Store (for Apple phones) or Google Play Store (for Android phones). So, the easiest way to find proof of payment is to go directly to these sources and take a screenshot of your order.

### FOR IPHONES:

- Open the **App Store app** on your phone (it looks like a white “A” on a blue background).
- Tap **your photo/profile icon** at the top right of the screen.
- Tap “**Purchase History**” to see your purchases. You might be asked to sign in.  
If your purchase was more than 90 days ago, you’ll need to tap “Last 90 days” at the top of Purchase History and choose another way to filter your purchases.
- Your Annual Subscription payment will be listed with the Bruce Trail App diamond logo, the date and the price.
- Tap the “**Total >**” under the Bruce Trail App Annual Subscription payment in your Purchase History. This will bring up the Order Details for that order.
- **Take a screenshot\*** of your Order Details page. How to Take a Screenshot on iPhone: <https://support.apple.com/en-is/guide/iphone/iphc872c0115/ios>
- **Swipe the thumbnail screenshot to the left to dismiss it** and find it in your Photos app later.

### FOR ANDROID PHONES:

- Open the **Google Play Store app** on your phone (it looks like a multicoloured triangle).
- Tap on your **profile circle** on the top right corner of the screen.
- Select “**Payments and subscriptions**”
- Select “**Budget and history**”
- Your Annual Subscription payment will be listed with the Bruce Trail App diamond logo, the date and the price.
- **Take a screenshot\*** of your Budget and history screen showing the Bruce Trail App payment.  
How to take a screenshot on an Android phone: press and hold the Power button and the Volume Down buttons at the same time on your phone. It will automatically save the screenshot to your Google Photos app.

Or, for other ways to view your Order History see this from Google Play Support:

<https://support.google.com/googleplay/answer/2850369?sjid=2432320191646508032-NC>

### OTHER OPTIONS:

You may also use screenshots or photos of your email confirmation from Google or Apple, or of your bank/credit card/PayPal statement if you prefer.