

## BC COUNCIL STANDARDS

The following standards are initiated by BC Council and are in addition to the National Policies. Please contact your Commissioner to receive more information regarding these standards.

### Alcoholic Beverages

Girl Guides monies are not to be used in the purchase of any alcoholic beverages.

### Awards and Insignia

**Book of Honour** nominations require the recommendation of the council concerned and the signature of either the Area Awards Adviser or the Area Commissioner, and are then forwarded to the BC Awards Committee for its approval. (This is done for convenience, and also to allow the Area Commissioner to receive this award). A cheque or cheques totaling **\$100 or more** should be made payable to *Girl Guides of Canada – BC Council*, and should clearly indicate the name of the Book of Honour recipient. Individuals donating \$10 or more will receive a charitable tax receipt (if the donation is less than \$10, the receipt must be requested).

Guiding funds from areas, districts or units should not be used for the purchase of this award. This allows the recipient's peers the privilege to help honour her.

**BC Award** is approved by the Provincial Awards Committee with the recommendation from the Provincial Commissioner and/or her deputies.

**BC Guider Appreciation Award** is obtained from the provincial office. This award requires the recommendation of the council concerned in consultation with the Area Awards Committee. To purchase this award, submit the completed application form and a cheque (in the amount of \$5 payable to GGC – BC Council) to the provincial office c/o the Office Clerk. Allow a minimum of five business days for processing.

**Valour and Fortitude Awards** require area and provincial recommendation and national approval. After the award is approved by the national board, the pin is sent to the provincial office, together with a bill for the cost of the pin and courier. The provincial office will, in turn, invoice the area concerned.

**Beaver Award** requires provincial recommendation and national approval. After the award is approved, the pin is sent to the provincial office with an invoice for the cost of the pin and courier.

### **Honorary Life Award**

An Honorary Life Award requires recommendation from the area and the Provincial Awards Committee, as well as the signature of the Provincial Commissioner on the Awards Application form (R.3), before submission to the national board for approval. A cheque in the amount of \$500, payable to *Girl Guides of Canada*, must accompany the application. It will be returned if the application is not approved. The provincial office will invoice the area concerned for the pin and courier costs. There is no charitable tax receipt for donations to the Honorary Life Award, as the donated money actually purchases a membership and pin for the honoured Guider.

Guiding funds from areas, districts or units should not be used for the purchase of this award. This allows the recipient's peers the privilege to help honour her.

Recipients of this award are exempt from paying the national membership fee; however, they must satisfy all other membership screening requirements.

All other awards and pins are purchased through the Girl Guides of Canada online store.

### ***Silver and Gold Thanks Pins and Team Award***

The purchase of a Silver Thanks pin, Gold Thanks pin or the Team Award requires the recommendation and approval of the council concerned. This is indicated by the signature of the Commissioner or Awards Adviser, of the requesting council, on the Awards Application form (R.3).

### ***Unit Guider Award***

The purchase of the Bronze Unit Guider Award (one to three years of experience), Silver Unit Guider Award (four to ten years of experience) and the Gold Unit Guider Award (11+ years of experience) requires the recommendation of the council concerned, in consultation with the Area Awards Committee.

### ***Commissioner/ACL Award***

The purchase of the Commissioner/ACL Award requires the recommendation and approval of the council concerned, in consultation with the Area Awards Committee.

### ***Merit Awards***

The purchase of a Dedicated Service to Guiding Award (Bronze Merit Award), an Excellent Service to Guiding Award (Silver Merit Award) or an Outstanding Service to Guiding Award (Gold Merit Award) requires the recommendation and approval of the council concerned, in consultation with the Provincial or Area Awards Committee. The Merit Awards may be awarded 3 times in the following order: Bronze, Silver, Gold.

### ***Medal of Merit Award***

The application for a Medal of Merit (for exceptional service to Guiding) requires the recommendation and approval of the council concerned, in consultation with the Area Awards Committee. Following approval, the application is submitted to the Provincial Awards Committee. If approved by the Provincial Awards Committee, the Awards Application form (R.3) will be signed by the Provincial Awards Adviser and the Provincial Commissioner. The completed R.3 form and presentation letter signed by the Provincial Commissioner will be returned to the area. The provincial office purchases the award, invoices the area and sends the award to the Area Awards Committee.

### **Note: Following presentation of awards:**

- approved nationally or provincially, complete the Adjustment to Member Records form (A.4) or Awards Application form (R.3) and submit to the Provincial Member Records Administrator ([thorbesc@bc-girlguides.org](mailto:thorbesc@bc-girlguides.org)) or fax 604-714-6646) to update the member's iMIS record.
- approved at the district or area level, complete the Adjustment to Member Records form (A.4) or Awards Application form (R.3) and submit to the Area iMIS Adviser to update the member's iMIS record.

### **Bursaries/Grants/Scholarships – youth members of Guiding**

#### ***BC Council Bursary of Honour, BC Council Bursary, the Margery Dumfries Scholarship, and the Eve Pound Scholarship***

Successful applicants, graduating from grade 12, are eligible to receive one and only one of the following: BC Council Bursary of Honour, BC Council Bursary, the Margery Dumfries Scholarship or the Eve Pound Scholarship.

### **Bursaries/Grants/Scholarships – adult members of Guiding**

#### ***Pat Drugge Adult Bursary, BC Trefoil Guilds' Education Grant and Leslie Jean Arnet Adult Bursary***

Successful applicants are eligible to receive only one of the Pat Drugge Adult Bursary, the BC Trefoil Guilds' Education Grant or the Leslie Jean Arnet Adult Bursary in the same year. For the Pat Drugge Adult Bursary only, a successful applicant may re-apply once only. Unsuccessful applicants may re-apply in subsequent years.

### **Aliza, Chaim and Tova Kornfeld Scholarship**

Successful applicants are eligible to receive the Aliza, Chaim and Tova Kornfeld Scholarship if they are entering or continuing their post-graduate studies in a masters or doctorate program at a recognized institution. If no suitable application is received, the award will not be presented for that year.

### **Insignia**

#### ***Training and Enrichment for Adult Members (TEAM) Foundation and Enrichment Pins***

Pins may be purchased in bulk quantities and presented upon completion of the appropriate modules. TEAM pins may be purchased by Area Commissioners or Area Training Advisers, and are awarded by the Area Training Adviser or her designate.

#### ***Outdoor Activity Leadership (OAL) Go Camping Pins***

The Go Camping pins are awarded by the Area Camping Adviser or her designate.

### **Grants**

Due to the reporting required and the extra monitoring necessary, only the provincial level with the approval of BC Council may apply for the BC Gaming Policy & Enforcement Branch Community Gaming Grants. Approval from BC Council and area is required for applications for other grants (provincial, city, municipal, corporate, foundations). Funding or donations from corporations that are greater than \$1,000 must be approved by the national office.

### **BC Council Positions**

A provincial adviser may not hold any other adviser position.

A conflict of interest occurs if a Treasurer acts as Treasurer on another council or for a unit that reports to a parent council to which she is responsible if she has signing authority on multiple levels and/or reviews the unit books. It is recommended that BC Council members not sit on provincial standing committees.

#### ***Co-Commissioners***

One of the Co-Commissioners sharing the position will be designated to attend BC Council meetings for a minimum of a twelve-month period.

A deputy or designate may vote at a BC Council meeting in the absence of an Area Commissioner or the Provincial Treasurer.

#### ***Positions on Other Level Councils***

A Commissioner may hold only one Commissioner position at any time.

### **Camping**

#### ***Scouts Invitational Camps***

Invitations from Scouts Canada for Rainbucket, Rovent, Skeeter, Sunburn and Mardi Gras are for girls in Rangers or Trex who are 15 years or older at the time of the event, attending in groups with Guiding leadership.

***Additional information:***



- Joint events with Scouting or other youth groups are encouraged. All members of Girl Guides of Canada attending these camps must follow Safe Guide and only participate in those activities allowed by Girl Guides of Canada (see above for examples).
- It is strongly recommended that for these invitational co-ed camps, the Guider has received Outdoor Activity Leadership (OAL) training and has experience in this type of camping. The participating girls must also receive appropriate training in skills needed for each camping situation, particularly snow camping.

### ***Adult Ratio at Camp***

The Guiders who are counted as adult ratio are to sleep in the same type of accommodation, or more rustic accommodations, as the girls. For example, if the girls are in cabins, Guiders may be in cabins or tents.

***Additional Information:*** This procedure was written to ensure that the Guiders responsible for the health and safety of the girls experience the same living conditions as the girls at camp. Guiders above the girl/adult ratio are excluded from this procedure. The responsible Guider does not necessarily need to be counted in the girl/adult ratio.

### **Child Protection Policy**

To ensure the most current information, please visit the national website at [Adult Member Support Module 4](#). Also see Module 4 and 5 at Tab 9, Adult Member Support Procedures of the BC Council Manual.

### **Conferences and Trainings**

#### ***Provincial Conferences***

All conferences and workshops are budgeted for a specific number of delegates. Refer to provincial budget for specified numbers. A non-refundable, transferable fee is charged for delegates. This fee is not transferable between events. Provincial travel assistance is available for most events. Delegates are expected to remain for the entire event except by prior approval from the conference/workshop chair.

If an area is unable to fill its allocated delegate positions, then the Committee Chair or Conference Chair, in consultation with the Provincial Commissioner, will notify areas of available spaces, taking into consideration the possibility of overloading the conference with too many delegates from one area.

#### ***Caregivers at Provincial Events***

To encourage attendance at events, a Guiding mother and her nursing infant may attend provincial events provided the mother brings an adult caregiver who will care for the infant, thereby making it possible for the mother to attend all event sessions. Caregivers for adult members who require personal assistance may also be accommodated. Caregivers' attendance must be discussed with the event coordinator and the PC Team at the time of application for the event.

### **Cookies**

Dare Foods is the sole commercial supplier of cookies to Girl Guides of Canada. Other suppliers of cookies are not to be used for any Girl Guide fundraising purposes.

There are two Girl Guide cookie campaigns held annually:

- The spring campaign: classic chocolate and vanilla sandwich cookies
- The fall campaign: chocolatey mint cookies

Both types of cookies are sold by all members of Guiding.

Cookie selling start dates are to be determined by each Area Council.

### **Cookie Selling Dates**

Cookies cannot be sold once they have reached their expiry date, which is eight months after the baking date stamped on the end of the box. The baking date can be identified from the production code as follows:

- The first two numbers refer to the year the product was made.
- The following three numbers refer to the specific day within the year that the product was made.
- The letter at the end of the code refers to the shift during which the product was produced.

For example, production code 18053D indicates cookies were produced in 2018, on the 53rd day of the year (February 22), on shift D. The expiry date is eight months later, October 22, 2018.

### **Eligibility for Events**

It is the intention of BC Council that as many members as possible have the opportunity to attend both a provincially and nationally-sponsored event. Eligibility for events will be as follows:

- Girls will be eligible to be selected to attend only one provincial, inter-provincial, national or international event in any one calendar year (January to December).
- The following events are exempt from the above:
  - Service or training-oriented events such as Me to We Take Action Academy, Shaking the Movers and Alberta Girls Parliament.
  - Large patrol events such as Guiding Mosaic, Mix It Up and SOAR.
  - Unit-specific networking events such as GUEST, Pathfinder Summit, Ranger Revolution, Guide Jubilee and Trex Rendezvous.

#### **A. Provincial and Inter-Provincial Events**

- May attend once as a girl in a given branch. Preference may be given to applicants who have not already attended a provincial or inter-provincial event.

#### **B. International Events (Provincially or Nationally-Sponsored)** Participants can be selected at both the provincial and national levels as follows:

- Once as a girl
- Once as an adult participating in a WAGGGS event or GGC-determined endorsed event
- Once as the Guider on a girl event
- In a designated role as determined by the national board or BC Council

#### **C. USA Travel Events (Provincially-Sponsored)**

Provincially-sponsored trips to the USA (where the intent is to visit the USA and the USA is the final destination) are not to be counted as international events by BC Council for this purpose.

- Once as a girl
- Once as the Guider on a girl event

#### **D. Domestic Travel Events (Nationally-Sponsored)**

- Once as a girl
- Once as the Guider on a girl event

### ***Lones Travel***

A girl in the Lones program travelling to either of the following types of camps/events is eligible for assistance to the amount specified by the BC girl/young adult travel guidelines, once per calendar year:



- an area camp/event within BC (excluding her area of residence) that has been approved by the Lones coordinator in consultation with the program adviser, or
- a provincially-approved camp/event within BC.

**Financial Compensation**

- Members do not receive remuneration of any kind for volunteer services given to units, district or area levels, the various provincial committees or BC Council.
- Where possible, councils and committees do reimburse their members for out-of-pocket expenses, such as postage, telephone or travel.
- BC Council will not reimburse parents, guardians or members for the use of rewards points. Generally points that are used to purchase flights, vacation packages, services or merchandise cannot be turned into cash.
- Significant individual gift in kind donations greater than \$500 require cheque reimbursements to be made first to the volunteer or individual followed by a subsequent cheque donation made by the same volunteer or individual to BC Council.
- BC Council provides financial assistance to its members and administers the funds within the areas. Members should contact their Commissioner for information about Capital Grants, Gift of Guiding and Helping Hands.

**Fundraising**

**Fundraising Do's and Don'ts**

**DO** complete an FR.1 Application for Fundraising Approval

- ✓ Always check the national website for the most current version of this form.

**DO** ensure all procedures in Safe Guide are followed

- ✓ Check the national website for the most current version of Safe Guide.

**DO** submit the form to the appropriate council for review and approval prior to the event:

- ✓ Unit and district fundraising requests require approval from area council or its delegate;
- ✓ Area council fundraising requests require approval from BC Council.

**DO** complete a *Fundraising Event Summary* for all fundraising activities where the anticipated or actual profit is at least \$250.

- ✓ This shall be completed and provided to the parent council within 21 days of the fundraiser.

**DO** GGC cookies will be the ONLY product sold over the first 2 weeks of the selling campaigns.

**DON'T** start your fundraising event until you have received approval to proceed.

**Acceptable and Unacceptable Fundraising Activities**

*Please note: Fundraising projects should reflect value for service.*

*The sale of GGC branded merchandise, or merchandise in general, as a fundraising project is not permitted.*

Acceptable Fundraising Activity	Activity acceptable at the following level(s)			
	Unit	District	Area	Province

Girl Guide Cookies	✓	✓	✓	✓
-A-thons – walk, bike, rock, etc. (where fundraising is being done for GGC)	✓	✓	✓	✓
Auctions – silent, antique, online. FR.1 should list the audience of online auction participants. No alcohol can be sold.	✓	✓	✓	✓
Cookbook sales (copyright must be considered)	✓	✓	✓	
Community-style events - parties, revels, teas, fairs, bazaars, carnival, BBQ, cake walk, pancake breakfast, café, spaghetti dinner, QM for GGC event, catering, parent parking lot security	✓	✓	✓	
Delivery services - flyers, newspapers, telephone books (GGC members may not deliver flyers or pamphlets for political parties or candidates)	✓	✓	✓	
Drives – bottles, cans, paper, coin, scrap metal	✓	✓	✓	
Night out – Hockey night, movie night, parent's night out, pizza and pop night, food and drink night (see <i>Supporting Comments</i> )	✓	✓	✓	
D-class licenses for raffles and 50/50 draws only (prizes less than \$1,000) <i>*Guiders must ensure they are looking at the most current D class regulations</i> <a href="https://www.gaming.gov.bc.ca/licences/">(https://www.gaming.gov.bc.ca/licences/)</a> <a href="#">BC Gaming Licence Approval Process</a>	✓	✓	✓	✓
FundScrip gift cards selling opportunities (see <i>Supporting Comments for details</i> )	✓	✓	✓	✓
Sales – book, craft, yard sales, flea markets, flower basket, plants, labels, calendar, crafts, pizza cards, movie tickets, poinsettia, Value Coupon books, Thrifty Foods Smile Cards (see <i>Supporting Comments for new Merchandise Standards</i> )	✓	✓	✓	
Sales – Catalogue/Party; Tupperware, Epicure Products	✓	✓	✓	
Sales – Food Products; Purdy's Chocolates, Krispy Kreme Donuts.	✓	✓	✓	
Services – gift wrapping, coat check, car wash, babysitting, catering, concession stand, face painting, QM for GGC event, yard work for donation, camp cleanup, etc. Donations will be accepted but not solicited for. If a donation is received, the FR.1 must be updated to show amount received.	✓	✓	✓	
Shows – talent, fashion, puppet	✓	✓	✓	
Clothing drives (providing it is not in support of another non-profit organization). (See <i>Supporting Comments for details</i> )	✓	✓	✓	
Door-to-door sales (other than GGC cookies)	✓	✓	✓	✓

Un-Acceptable Fundraising Activity	Activity un-acceptable at the following level(s)			
	Unit	District	Area	Province
-A-thons – walk, bike, rock, etc. (where fundraising is being done for another organization)	✗	✗	✗	✗
Bingo, pool tickets (sports)	✗	✗	✗	✗
Clothing drives (that are in partnership with another non-profit or raise money for another non-profit)	✗	✗	✗	✗
Tagging, voluntary tolls (e.g. controlling traffic on university campus and asking each passerby for a small donation to get by)	✗	✗	✗	✗
Telemarketing; GoFundMe and crowd-sourcing style fundraising	✗	✗	✗	✗
Frozen foods, frozen perishables or meat products	✗	✗	✗	✗
Vehicle test drive (this would imply GGC endorsement of the product)	✗	✗	✗	✗

Acceptable Methods to Increase Funds	Activity acceptable at the following level(s)			
	Unit	District	Area	Province
Bequests, donations and memorials	✓	✓	✓	✓
Corporate Round-up Initiatives (retailers asking customers to 'round up' their purchase amount to the next dollar, with this portion of the sale being donated back to GGC)	✓	✓	✓	
Corporate Sponsorships				✓
Employee Volunteer Incentive Programs (must be for units or groups, not for individual girls)	✓	✓	✓	✓
Grants (provincial lottery corporation)				✓
Grants (City/Municipal/Corporate/Foundation; all grant paperwork must be approved by province <b>before</b> the grant application is submitted)		✓	✓	✓
GST Rebates	✓	✓	✓	✓
Short-Term Investments		✓	✓	✓
Unsolicited donations	✓	✓	✓	✓



1. All members of Girl Guides of Canada – Guides du Canada British Columbia Council shall comply with the [Fundraising and Travel Procedures and Guidelines](#) and the [National Fund Development Policy 01-19-01](#). Further information is available in the [GGC Fundraising Frequently Asked Questions](#).  
Parents fundraising on behalf of GGC members are also expected to adhere to these fundraising guidelines.
2. Any corporate fundraising initiative over \$1000 must be forwarded, in advance, to the Provincial Office for clearance through the National Fund Development Department. This does not include employee volunteer incentive programs.
3. All fundraising initiatives, including CWFF, must be submitted on an FR.1 Application for Fundraising Approval form and approved by an Area Fundraising Approver (s) (AFA) or the council designated by the Provincial Commissioner. For internal, CWFF-only fundraiser activities where the fundraising goal is no greater than \$150, an FR.1 still needs to be submitted to their Area Fundraising Approver but does not require PC approval. If general public will be in attendance, the waiver for the % of cookies being sold still needs to come to the PC for approval. BC Council agreed with this new directive.  
If a unit holds a nickel drive or parents make a small donation to CWFF, or if a unit holds a book or garage sale during their meeting, no FR.1 is needed. If a fundraising initiative is being held for CWFF where the public is invited, an FR.1 is required (e.g. bake or garage sale).
4. Information regarding Food and Drink (no longer “beverage”) Nights.  
The venue must be consistent with the GGC image - think ‘family venues’. Girls should be included since they should be present and in uniform. The word “drink” does not imply alcohol, but it could be if the purchaser wishes to do so. Further, alcohol cannot be offered as a prize during these events.
5. All raffles require a provincial government registration number, as obtained from the Ministry of Finance Gaming Policy and Enforcement Branch. Provincial government guidelines and conditions must be followed when applying for a Class D Gaming Event Licence. [Please note: Class D Gaming Event Licenses are the only acceptable gaming licenses for GGC-sanctioned activities and of these activities only raffles may be held (with a prize under \$1,000 or 50/50 draws may be done)]. See [BC Gaming Licence Approval Process for more information](#).
6. Items being raffled must be donated and cannot be purchased with GGC funds.
7. Based on the new [Merchandise Standards](#), crafts made by girls/parents must not be sold if the logo, tagline or Trefoil is on the item. This would include tea towels, knitted hats, if they have the Trefoil on them. Crafts without the GGC logos are acceptable. Merchandise that is professionally produced cannot be sold. E.g. Hoodies, t-shirts, etc.
8. No fundraisers that are in direct conflict with our main fundraiser (cookies) are to be entered into by GGC BC members (e.g. cookie dough sales – at any time). Food products such as Purdy’s chocolates are, however, permitted.
9. A-thons (walk, bike, rock, etc.) are acceptable when fundraising is being done for GGC. A-thons outside of GGC are not acceptable (e.g., Relay for Life). Guiding members may participate as representatives of GGC only in the capacity of offering service (e.g., handing out water, assisting with set-up or take down of refreshment stations).
10. Door-to-door selling of gift cards or products is permitted, so long as the items are not in direct competition with the selling of cookies. After two weeks into the campaign, other appropriate door-to-door products may be sold.  
National’s concern is that by selling gift cards for a certain business, the perception is that GGC is affiliating with that business and therefore approving of their organizational practices. Web-based selling of gift cards is not acceptable as girls need to present an image and physically do something in order to gain the benefits of fundraising.  
Fundscrip is one program available for this purpose. The stipulation is that we remain aware of the GGC image. Fundscrip offers gift cards for grocery stores, gas stations, restaurants, etc. Thrifty Foods is a long-standing fundraiser for some areas using the Smile Card Fundraising Program.

11. Fundraising for a specific event/activity may only occur before that event or activity has commenced.

If fundraising is being done, both girls and adults must pay out of pocket 10% of the final event/camp/trip costs. This 10% applies to the final expense of the event after all subsidies have been factored in.

#### Service Projects and Donations

BC Council has discussed the difference between service project (no funds expected in exchange for service) and fundraising (expected). As discussed previously, GoFundMe and other types of crowdfunding are not acceptable methods of fundraising as this is simply asking for a donation without any service component involved. The best kinds of donations are those that follow from service provided by our members.

If a group completes a service project and does not anticipate there being a donation, an FR.1 may not be needed. However, when a group knows that they will be receiving a donation for service work completed, an FR.1 is required as this is considered fundraising (being 'paid' for 'work' completed). A donation received should be reported on the FR.1 so that the Area Fundraising Approver (AFA) is aware that fundraising monies are expected.

Asking for donations from Rotary, Legion, Lions or similar organizations should be done for a larger group (e.g. district); as opposed to a single unit as oftentimes these opportunities work well for multiple units. **Fundraising for another organization is not permitted as it affects our standing with the Canada Revenue Agency; even if we share fundraising profits with the other organization.** Assisting with Legion poppies and Cancer Society daffodils is permitted if the unit or district has a long standing relationship, and has been grandfathered in as an acceptable service project several years ago. However, participation with the Salvation Army kettles is not permitted because of their association to a religious organization.

Employee volunteer donations or grants need some sort of documentation showing what it is and what it is to be used for. Either a letter or FR.1 is sufficient. Letters should be kept with the finance records for the unit/group receiving the money. Most times the employer states that a cheque will be sent to the specific unit that the employee/volunteer is with so they can use the money for their unit (in any way they see fit).

It was clarified that receiving a reduced rate on a product or service is *not* considered fundraising – this would be a subsidy (e.g. MEC and the Outdoor Adventure Association).

#### Clothing Drives

Participating in clothing drives using Value Village directly is permitted as the clothing donated is sold to the public, and the store then uses their profit to support other charities. Value Village is a 'for-profit' organization. However, donation drives in affiliation with Big Brothers (where they interface with Value Village), for example, is not permitted as that would be considered fundraising for another non-profit organization.

#### Fundraising Reminders

Using Guiding money to purchase items to make or bake for a fundraising project is permitted, so long as the expense is within reason. Guiding money may not be used to purchase items for toiletry bags.

The PC has authority to waive the cookie requirement for fundraising, however, if cookies are available and the fundraising activity is appropriate (e.g. an event where the general public is

attending); the opportunity to buy cookies should be available to these potential customers. At least twenty-five percent (25%) of the total fundraising goal is to be raised through the sale of Girl Guide cookies. There are a few circumstances when the Provincial Commissioner may waive this requirement upon written request, well in advance of the event.

- Annual events (e.g. Christmas tea and craft sale, World Thinking Day fundraiser);
- Community events where we have been **asked** to participate (e.g. concession at Night Hike);
- The entity raising money does not have the ability to sell large quantities of cookies (e.g. campsite committee);
- Remember, these must be stand-alone initiatives and not part of a larger fundraising goal (e.g. a planned trip would be subject to the 25% from cookies even if a community event was one of the fundraisers).

### Fundraising and Facilities

Fundraising to help with paying facility fees is not permitted.

If the facility you fundraise at does not permit the selling of cookies, it was recommended that you take a piece of paper and take down names and sell the cookies to those who are interested later.

### **OTHER:**

- Each area will designate an Area Fundraising Approver(s) (AFA) who will be responsible for receiving, reviewing and approving all FR.1 applications for fundraising activities in the area. A report will be prepared by the AFA and submitted for each Area Council meeting for recording in the minutes. The AFA(s) will report to the Area Commissioner. There may be multiple AFAs for an area, and the position does not need to be held by the Area Commissioner. AFAs will also review FR.1's to see if any Gaming Licenses are requested. They will ensure the Gaming Revenue Report is forwarded to the Gaming Branch, with a copy to the AFAs.
- AFAs approve the fundraising activities for districts and units; no additional approval is needed. There is no dollar limit to what an AFA can approve, however, if at any time an AFA is uncomfortable with an FR.1 or has questions, they may always speak with a member of the PC team for clarification.
- The PC team will support the AFA(s) with any questions/concerns pertaining to fundraising.
- The minimum 25% of fundraising through cookie sales guideline must be strictly adhered to.
- Copies of all FR.1s approved at the area level from the prior year are to be forwarded to the Executive Assistant at the February BC Council meeting.
- FR.1 packages do not need to be submitted for each fundraising activity, however, AFAs must be mindful of how much money is being fundraised. It is recommended that you ask for a financial summary periodically, as well as a budget so that you can be mindful of any changes made to the fundraising expectations. If a group has over-fundraised, there has to be a purpose for the additional funds. Expenditures must be for the benefit of everyone.
- Physical signatures are not required on FR.1s. The suggestion was made that approval be granted by email, with an original copy signed by the AFA and given to the group for their records. Scanned copies of signatures or simply typing in the name and iMIS number are acceptable.



Staff of BC Council may accept volunteer positions with Girl Guides of Canada that do not include decision-making functions, and all such volunteer involvement in Girl Guides of Canada must be approved by the Operations Manager and Provincial Commissioner and have no direct relationship to the employee's function at the BC provincial office.

### **Independent Trip Standards (Over 72 Hours)**

All trips must be planned and approved in accordance with Safe Guide. All fundraising must be in accordance with the BC Fundraising Guidelines and an approved FR.1 (or applicable exemption).

The Responsible Guider or one of the accompanying Guiders for the trip is required to attend an International Independent Trip workshop held by the International Committee. These workshops will be held twice a year. Failure to attend the first available workshop can result in suspension of fundraising for the trip; while failure to attend the second available workshop can result in suspension of the entire trip.

Each Over 72 Hour trip should be registered in iMIS as an extra ops unit, with the trip Guiders, participants and alternates registered with the unit. The name of each such unit should include the applicable Area or District name and an indication that it is a travel unit, for instance, "Alpine Grove District Europe 2018". The registration should take place after the trip's SG.8 is approved and the unit should not be disbanded until after the final trip reporting (including all financial reporting) is complete. Trip finances should be managed in accordance with general financial management procedures for units.

Within the foregoing parameters, it is acknowledged that each trip is different and therefore there are a wide variety of acceptable practices, which can vary depending on Area policies or individual trip policies. These include the following:

#### Financial Management:

- Groups are encouraged to appoint a designated trip treasurer in accordance with GGC policies regarding unit treasurers. The trip treasurer should maintain financial records both on a participant-by-participant and consolidated basis.

#### Area Support:

- Whether an Area is able to provide financial support for a trip, and, if so, how much support is available, is up to the individual Area based on its needs and financial circumstances. Trips should not assume that Area financial support will be available, but should apply for support after the SG.8 has been approved, in accordance with the particular Area's established procedures.

#### Guiders' Travel Expenses and Trip Fees:

- As per the National Fundraising Guidelines, all girls and Guiders must pay a minimum of 10% towards the trip before fundraising. A trip may fully or partially pay for Guiders' trip fees and travel expenses, or may require the Guiders to pay their own fees and expenses in full. The decision as to whether to subsidize the Guiders' fees and expenses (in whole or in part) should be made by the group as a whole, including the trip participants' parents.

#### Fundraising Allocation:

- There are a myriad of ways in which fundraising monies may be allocated. It is critical that, no matter which is chosen, the allocation system be fully understood and endorsed by the group (including the participants' parents) in advance of any fundraising.
- Some possible fund allocation systems include the following:
  - Dividing the fundraising proceeds equally between trip participants;
  - Dividing the fundraising proceeds between trip participants based on hours worked or

- number of products sold, as applicable;
- Dividing the fundraising proceeds by number of families involved.
- In determining how funds will be allocated, one important factor is determining whether funds will be credited to Guiders and parents, as well as girl participants.

#### Withdrawal of Trip Members:

- In the event that a trip member withdraws from the trip, the funds allocated to that withdrawing member that are available for disbursement (e.g. not already paid out as non-refundable trip deposits and other non-refundable items) should be disbursed as follows:
  - Funds paid in by the member and her family (and not raised through trip fundraising efforts) should be repaid to the family;
  - Funds allocated to the member but fundraised through trip fundraising efforts must be held in a bank account for the benefit of the member's use within Guiding, in accordance with current policies.

#### Inclusion of Alternates:

- Alternate girls and Guiders must be included in all trip planning and fundraising opportunities from the outset, to the same degree as if they were full participants.

#### If Alternates Travel:

- At the time the trip policies are being developed, it is important to determine how the expenses associated with travel by alternates will be covered, since these expenses often arise on short notice. If the expenses are initially covered using the trip's contingency fund, the trip policies should set out the terms on which they will be repaid by the alternate or her family after the trip.

#### Contingency Fund:

- Contingency funds may be sourced in a variety of ways, including the following:
  - Area loan – some Areas have a policy of lending contingency funds to trips, but this is ultimately at the discretion of each Area, and not a right of the trip;
  - Parent contribution – the trip may request that parents pay a slightly larger fee with the intention that the excess will form the contingency fund. This should only be done with parental support, and with a clear understanding of how the trip will pay back the excess funds following travel;
  - Credit cards – some Guiders are comfortable using their credit cards to fund the trip contingency fund. This should only be done with the clear understanding of how the parents will pay back the Guiders should it be necessary to charge emergency expenses to the Guiders' credit cards.

### **Merchandising**

#### ***Event Merchandise***

Visit the national website for the most current information:

[https://www.girlguides.ca/web/MZ/Admin/Online\\_Store\\_Merchandise/MZ/Admin/Online\\_Store\\_Merchandise.aspx?hkey=61cb14a1-df88-426d-af1b-9480fd3a9d9b#](https://www.girlguides.ca/web/MZ/Admin/Online_Store_Merchandise/MZ/Admin/Online_Store_Merchandise.aspx?hkey=61cb14a1-df88-426d-af1b-9480fd3a9d9b#)

### **Pilot Project**

Areas researching major initiatives involving structure, finances or the Guiding program, which may impact on the organization or our community relations, are encouraged to initiate pilot projects and must submit the project to BC Council for approval.



### **Pipeline**

The BC Council newsletter is published four times a year: Summer/Fall, Fall/Winter, Winter/Spring, Spring/Summer.

### **Police Record Checks**

All employees and volunteers of Girl Guides of Canada – BC Council must undergo a police record check (PRC). Back Check is the process used for PRC and reference check requirements of GGC membership.

### **Privacy and Document Retention Process**

Information is available on the BC Girl Guides website at:

[http://bc-girlguides.org/BC/Volunteers/Guider\\_Resources/Forms/BC/Volunteers/Guider\\_Resources/Forms.aspx](http://bc-girlguides.org/BC/Volunteers/Guider_Resources/Forms/BC/Volunteers/Guider_Resources/Forms.aspx)

### **Protocol of Invitations**

The Provincial Commissioner's office must be consulted, following consultation with the Area Commissioner and/or event coordinator, before invitations may be issued to those in provincial or national Guiding positions.

### **Sharing of Rooms**

In the interests of using BC Council resources wisely, hotel rooms paid for by Girl Guides of Canada – BC Council are for the use of those attending to provincial Guiding business. If a room is shared with a person on non-Guiding business, BC Council will not pay for the room. It is understood that all rooms purchased by BC Council for Guiding business will be shared by Guiding members.

In the instance of a caregiver sharing a room, refer to BC Council Standards – Caregivers at provincial events.

**Approved September 15, 2018**