

Instructions for Area Commissioners on Forms Retention

New guidelines from our national office will help us better protect the personal information of girl and adult Members. Most forms that are completed by Members in your area must be sent through the District and Area Commissioners to the provincial office, where trained and screened staff members will manage them in accordance with provincial and federal privacy legislation.

The District Commissioners will collect forms in an organized fashion from the units in their district. They will then bring those forms, along with their own, to you at your area meetings for subsequent delivery to the provincial office. You can also expect forms to be transferred from your area's international adviser, camping adviser and training adviser. Your responsibilities are outlined below.

Receiving the forms

The District Commissioners and the various advisers will bring the forms to you, already labeled and sealed in envelopes, at your meetings.

Alternately, you may decide at the area level that a mail-in system works better for you. In this case, the District Commissioners will be mailing their forms directly to the provincial office.

Inspecting the forms

There is generally no need for you to open the envelopes and inspect the forms one by one. It is the responsible Guider's job to include all of the necessary forms for the event, activity or function that the forms relate to. However, if you do notice from the label on the outside of the envelope that it appears the responsible Guider has forgotten to include certain forms that should be there, please do contact the appropriate responsible Guider.

Keeping them safe

You will eventually bring the forms to the provincial office, but in the meantime, it is your responsibility to keep them safe. Please keep them in the safest possible place in your home. They should be kept in an area in which they are at the least risk of being accessed by others or accidentally thrown away. We suggest keeping the boxes transferred from the districts somewhere off the floor, in case of a flood. Any loose envelopes should be in boxes if they are not already (cookie boxes work well for this purpose).

Getting them to the provincial office

During your next meeting at the provincial office, bring along your box(es) of forms and leave them with the provincial office staff.

If you prefer to mail or ship them, this is also an acceptable method of transfer. They must be sent by either registered mail or Xpresspost. As mentioned, in your area, it may have been decided that District Commissioners and advisers will ship the forms directly to the provincial office.

Screening and adult Member application forms

The procedures for new adult Member screening and application forms have not changed. Immediately upon completion, a copy of the A.1 and IR.1 should be sent to the iMIS site for entry; the rest of the forms are kept together until a full membership application is complete. At that time, the entire application is to be sent to the provincial office for filing, as per the current adult registration procedure.

Your own forms

In your work as an Area Commissioner, you will find yourself responsible for forms, such as forms from training. This paperwork must also be transferred to the provincial office. We request that you compile your forms relating to one function, event or activity into an envelope, and use the same labels the Unit and responsible Guiders use to label the envelope. The label is available for download online at <http://www.bc-girlguides.org/resources/prov-forms.html>. A label needs to be printed off, completed and affixed to the envelope with tape; the envelope must then be sealed. There is one label for training forms and a separate label for all other forms. You might also find it helpful to read the *Instructions for Unit and Responsible Guiders on Forms Retention*, available online at <http://www.bc-girlguides.org/resources/prov-forms.html>, particularly if you are organizing an Independent Group Trip. There are examples of completed labels included in that document. Transfer your forms, in envelopes, to the provincial office, with the forms from your District Commissioners and advisers.