



Fundraising Guideline Update – January 2018

Fundraising policy: Please note that the basic policies apply to ALL fundraising, not just fundraising for trips:

- **There is an explicit expectation that girls will plan and do fundraising, in partnership with adult members.**
- Therefore, all fundraising must be acceptable to be carried out by girls
- [GGC Governance Policies 01-19-01](#) contains all relevant fundraising policies. Updated fundraising guidelines and FAQs will be posted on the National web site soon. These documents cover what fundraised monies can be used for, what types of fundraisers can or cannot be held, what happens to fundraised money that is left following a trip, etc.
- Governance policies, Guiding Essentials, and Safe Guide are updated yearly; it is the Guiders' responsibility to ensure they are following the most up-to-date requirements
- ALL income (including gifts, donations, grants, etc.) is considered to be fundraised money, and must be matched with a 25% income from cookies. This is very clearly stated in the current Governance Policy.
- Donations must be made payable to Girl Guides of Canada and sent to the Provincial Office. Note the intended destination of the funds in the memo line on the cheque. Provide an address and a cheque will be sent to the group from the Provincial Office. A charitable receipt can be issued to the donor upon request; provide the necessary information if this is desired.
- Subsidies (member assistance) may, with permission, be provided to cover the required payment of a member who cannot afford to pay. This is not considered to be fundraised money. Assistance from Girl Guide sources (e.g. Unit, District, Province, travel fund) is also not considered to be fundraised money. These monies are listed on Line C of the FR.1 and do not need to be matched with cookie sales.

Area responsibilities regarding independent travel and fundraising:

- FR.1 approval: In this province, Area Commissioners review and sign FR.1 fundraising approval forms (for all fundraising, not just travel-related fund raising). All other details of a trip are dealt with by the appropriate assessor, plus the provincial international adviser in the case of international travel.
- In the absence of an Area Commissioner, the Provincial Commissioner or her deputy will sign the FR.1
- The FR.1 is commonly submitted up to 2 years before travel, and of course plans and opportunities for fundraising change over time. **The FR.1 grants approval for the fundraising plans as outlined on that form; additional plans must be submitted for approval as they are added.** Requests for additional fundraising approval should be accompanied with an updated budget if the additional fundraising is due to changes in travel costs.



- The Area Commissioner is encouraged to request an updated fundraising plan (and budget if the budget is affected by the changes) at least once a year.
- Area Commissioners can be a valuable resource for Guiders planning a trip, as can the provincial/red assessor (who reviews and approves travel within Canada), and the provincial international assessor and provincial international adviser (who work together to approve international travel).

SG.8 Travel Pre-Authorization:

- Note that approval of the SG.8 does not constitute final approval for the trip.
- **There is an explicit expectation that girls are taking part in the planning of any travel.**
("The primary purpose of travel is to provide a girl-focused experience where Guiders support girls in meeting the travel objectives and to support Girl Guide programming."
Source: Safe Guide: International Travel over 72 Hours)
- The SG. 8 must be approved by the appropriate assessor and the approved form must be submitted with the FR.1 if applying to fundraise for a trip.
- It is highly recommended that all Guiders review/read the Safe Guide General Planning and the appropriate Safe Guide Activity Guide (Travel within Canada, International Travel under 72 Hours, International Travel over 72 Hours), BEFORE submitting the SG.8.
- The SG.8 and attached documents are submitted to posafeguide@gqcnf.org and forwarded to the appropriate assessor.
- These are the attachments that **must** accompany the SG.8 for approval; allow time for questions and re-submissions on the chance that some things are missing or incomplete:
 - List of girls who have signed SG.2 (permission) forms, and adult participants – for international travel, this is the IT.11
 - IT.4 Guider application for each Guider for international trips
 - Copy of SG.1 (activity plan / parent information) as provided to parents/guardians; although parents must have returned the SG.2 to the Guider, it is not necessary to include these with the SG.8
 - Proposed itinerary including activities and/or sightseeing and type of accommodation – ideally, this should be a day-to-day plan though it probably will receive revisions as planning continues
 - Planning timeline – include such things as when the group plans to meet with parents; make payments for program, travel, etc.; when forms and/or payments are due to the group; when forms are due to the assessor; when Guiders plan to get missing qualifications (e.g. first aid); planning sessions for girls; practice packing/hiking/etc. sessions with girls; and so on. The group's planning timeline may be written into the IT.1 timeline.
 - Proposed budget that itemizes expenses and proposed revenues for financing the trip/activity



FR.1 fund raising approval form: A basic truth: This can be a confusing form; Guiders are encouraged to ask for help if needed. Guiders are REALLY encouraged to submit this form early and allow time for questions and re-writes, especially if a cookie order deadline is looming.

This is what the Area Commissioner needs to receive with the FR.1:

- Detailed up-to-date budget for the travel (estimated expenses for activities and a list of all revenue sources)
- Additional fundraising information if required (as noted on form) – a list of planned fundraisers
- Travel Pre-authorization form (SG.8) if fundraising for travel – signed by assessor

What goes ON the form:

- Section 1: Details of fundraising
- Section 2: Fundraising activities: most groups will have an attached sheet because most groups will be doing many fundraisers. Check the math – the expected revenue should not exceed the budgeted costs. **AND DONATIONS, GIFTS, AND GRANTS, ETC. MUST BE INCLUDED IN THIS SECTION.**
- Section 3: this is the section most likely to be problematic.
 - Total cost of activity: this is straightforward and should match the attached budget
 - Contributions from each participant: What each person is going to pay themselves. This amount must be at least 10% of the total cost of the trip (per participant). If a member cannot afford to pay, a subsidy may be approved. If a member is receiving a subsidy, do NOT include her contribution here.
 - Other contributions: This includes subsidies for member contributions if the member cannot afford to pay (must be approved), and money received from Guiding sources: unit, district, area, province, travel fund. **NO OTHER DONATIONS ARE LISTED HERE.**
 - Amount to be fundraised: The math is straightforward, the amount should equal the amount they still need for the trip, after subtracting payments by participants, subsidies, and money from Guiding sources (Lines B and C). It will include what they expect to get from fundraising events WHICH INCLUDES all expected donations, grants, gifts, etc., plus the amount they will raise from cookie sales.
 - Fundraising from cookie sales: Again the math is straightforward, the number entered should be the monetary amount they will receive from cookie sales, NOT the number of cases of cookies they need to sell.
 - Total amount of fundraising from other sources: subtract what they will make from cookies and this will be what they will get from fundraising events PLUS gifts, donations, grants, etc. This should be no more than three times the amount they receive from cookie sales.
 - Cookie case calculation: how many cases of cookies they will need to achieve their fundraising goal from cookie sales. Double check that they know they can receive \$20 from fundraised cookies. If an entire unit is travelling, they may also be including the \$11 per case profit for the two cases per member per campaign that they need to sell in order to qualify for the fundraising cookies.
 - Section 4: Checklist of attachments: The checked attachments must actually be attached!