

Girl Guides of Canada
Mackenzie Heights District Procedures
Last updated February 8, 2023

GENERAL

1. Financial Responsibility

Feb.2023

All GGC money is considered public funds and must be accounted for in a fiscally responsible manner, with transparency and accountability. Every parent/guardian and Guider is entitled to ask questions and receive prompt, clear answers about how Guiding money is being used. Unit Guiders are encouraged to obtain read- only access to the unit account in Unified Banking. Girl Guides of Canada has zero tolerance for financial misrepresentation or misappropriation; training and support is always available. Guiders with concerns should contact the District Treasurer in confidence.

Mackenzie Heights District pays its bills on time, and therefore expects to be paid on time by the Units, whether for cookies, camps, or other reason. If there are extenuating circumstances such that a payment cannot be made when due, the District Treasurer should be advised sooner rather than later, with a plan as to when/how the amounts owing will be paid.

2. New Unit Funds and Inactive Units

Sept.2019

The District will provide any new Unit with \$200 in order to purchase any necessary supplies for the Unit such as a first aid kit or toadstool. A New Unit is defined as any Inactive Unit that has been closed for at least one year or a newly-created Unit of Sparks, Embers, Guides, Pathfinders, or Rangers in the District.

A unit is declared inactive when it does not open by January 1 in a Guiding year.

When a unit becomes inactive any funds in its bank account in excess of \$200 may immediately be transferred to the District. After a unit has been inactive for at least one year, the remaining funds in its bank account will revert to the District.

3. Fundraising/Events

May.2017

All fundraising, including unit or patrol fundraising initiatives, must be done according to Guiding Essentials, Provincial and National guidelines, and Safe Guide. This includes submitting an FR.1 and receiving approval from the Area Fundraising Approver prior to the start of fundraising.

Every Unit will participate in and benefit from District-initiated fundraising activities agreed upon at District meetings.

4. Registration Fees & Unit Dues

Feb.2023

The allocation of youth member registration fees between the District and Units will be reviewed each autumn. For 2022-2023, this component is \$15, and the District will retain the entire amount.

Unit dues should not be charged unless the unit is ordering at least 3 cases per youth member of fall and spring cookies, and can demonstrate to the District Treasurer and/or DC that their budget for the coming year requires dues as a supplement to the profits to be raised from cookie sales. Cookie sales are the preferred way to raise funds for general unit expenses.

5. Cookie Sales

Feb.2023

The Guaranteed Unit Share of profit on cookie sales is set by National and is currently \$11 per case. In Mackenzie Heights District for 2022-2023 each Unit will retain \$12 on the sale of each case of mint and classic cookies, except for cookies that have been specifically ordered as "District Cases". The entire \$16/case profit on District Cases may be kept by the District, provided that the number of District Cases ordered in a campaign does not exceed the number of units in the District. The allocation of cookie profits will be reviewed each autumn.

Each Ember, Guide, Pathfinder and Ranger unit is encouraged to order at least 2.5 cases per youth member, in each of the mint and classic cookie campaigns. Spark Units are encouraged to order at least 2 cases per youth member in the classic campaign, with the understanding that Spark registration is difficult to forecast for accurate ordering of mint cookies.

6. Online Store Orders

Feb.2023

The District will place an order with the online Guide Store each month on behalf of the Units, in order to consolidate and minimize shipping and handling charges. Each Unit will be responsible for the cost of the merchandise it has ordered plus applicable taxes, to be paid to the District before the order is delivered. The District will bear the full shipping and handling cost for each order. The District will not order uniforms or optional uniform pieces for youth members. The District and its Units will not incur expenses at the Guide Store on behalf of parents/guardians.

7. Expenses & Expense Claims

Feb.2023

Unified Banking permits unit Guiders to request a Purchase Card (a VISA credit card), which can be used at any store that accepts VISA to make unit purchases. Unit Guiders are encouraged to request a Purchase Card and pay for unit expenses using the Purchase Card. All receipts for expenses paid for using a Purchase Card must be submitted to the unit Treasurer so they can be accounted for in Unified Banking. Whether a reimbursement is claimed from a Unit or from the District, there will be no reimbursement for receipts over 90 days old, and no reimbursement for lost receipts, and no reimbursement for receipts which include personal expenses. Guiders are strongly

encouraged to submit expense claims at least quarterly (December, March, June, September). Guiders are strongly discouraged from paying personally for supplies or activities for the youth members and then declining to submit an expense claim, as this does not promote an accurate picture of the unit's activities and finances. Guiders are expected to submit their expenses.

Receipts submitted for reimbursement should be itemized receipts, with the following details: the merchant name, address, GST number; details of what was purchased; the sub-total (pre-tax) amount, the taxes, the total, and the date of purchase. A credit card slip receipt showing only a date, a credit card number, and an amount paid to a merchant is not an itemized receipt.

If an online receipt shows all details except the GST number, and if GST was charged, it is the Guider's responsibility to contact the merchant and obtain their GST number, or an amended receipt that shows the merchant's GST number.

Reimbursement for food consumed at unit meetings or non-overnight events will be limited to a maximum of \$4/person (based on iMIS numbers), unless prior approval has been obtained from the DC or District Treasurer. Approval should be sought prior to the purchase being made, and should be noted in the Comments section of the transaction on the Unified Banking System.

8. Donations to Guiding

Feb.2023

If an adult member wishes to make a financial contribution to Guiding, they should make a donation to BC Council, and they will be provided with a tax receipt. Donations may be directed to specific units. Guiders should not decline to submit expenses for reimbursement and call it a donation to Guiding.

9. Collecting Fees From Parents/Guardians

Feb.2023

It is not the function of GGC Units to lend Guiding money to parents/guardians, by paying activity fees on behalf of a youth member before the parents/guardians have paid the activity fees to the unit. This practice puts GGC funds at risk. If a parent/guardian does not pay activity fees to the Unit by the stated deadline, that is the parent/guardian's sole responsibility, and Guiding money must not be used by a Unit to facilitate a youth member's registration for an event, unless there has been a documented request by the parents/guardians for a campership (see Campership Procedure).

10. District Camps & Events

Feb.2023

Registration and acceptance into a district camp or event is only confirmed when all three of the following have taken place:
fee paid in full to the District;

- SG2 (if required for the activity) completed in full and provided to registrar for the event;
- H1 provided to registrar for the event.

Failure to provide any of these by the stated deadline will result in a youth member being removed from the camp/event participant list.

There will be no acceptance into a district camp or event less than 10 days before the event takes place.

Fees: One-third of the camp/event fee will be deemed a non-refundable deposit, whether the fees are collected in one lump sum or in the form of a deposit-plus-balance. Units must not pay fees to the District on behalf of parents/guardians who have not yet paid the unit.

Withdrawal: The date of a youth member's withdrawal from a district camp or event is the date the event registrar is notified in writing. It is the responsibility of the Unit Guiders to relay information to the event registrar in a timely manner.

Refunds: The District will not refund any part of the camp/event fees for a youth member withdrawing less than 10 days before the date of departure for camp or the date of the event. If a youth member is accepted (pursuant to section A) into a district camp/event less than 3 weeks before the date of the event, they will not be entitled to any district refund of fees if they subsequently withdraw. If a youth member's Unit wishes to refund all or part of a youth member's fee, depending on the youth member's particular circumstances, the Unit may do so.

11. BC Ferries Experience Cards

Feb.2023

The District has several Experience Cards available for use by units travelling to the Sunshine Coast, so that they may take advantage of the substantial passenger and vehicle fare discounts. Arrangements should be made with the District Treasurer well in advance of planned travel, including providing accurate estimates of the number of youth members, adults, and vehicles that will be used. Experience Cards must be signed out by a Guider, preferably at a district meeting; and must be returned to the District Treasurer within one month of travel.

YOUTH MEMBER SUPPORT

12. Camperships

Feb.2023

If family/guardian finances are a barrier to a youth member's participation in a Guiding activity, the District can help. The District Commissioner(s) and Treasurer will consider written requests from the youth member's Contact Guider for subsidy of activity fees for youth members who the Unit Guiders deem to be in need, or where the parents/guardians have requested financial assistance. The youth member's Unit must first consider what support it can provide, and there must be a commitment from the youth member's parents/guardians receiving any GGC subsidy to contribute at least a token amount towards the cost of the event. This token amount is recommended to be at least 10% of the activity fee. If a unit supports a youth member's attendance at an event without requesting financial assistance from the District, the campership details should

be recorded in the unit financial records so it is clear that the money is a campership and not a loan.

13. Travel for Youth Members

Feb.2023

Youth members may receive a donation from the District to support their travel to a Provincial, Interprovincial, or National or International Guiding event for which they have been selected. The youth member should submit a written request for assistance with expenses to the District Council in advance of the trip. The District will donate up to \$200 per youth member in support of travel expenses.

14. Crests for Traveling Youth Members

Feb.2023

Five (5) District crests will be provided free of charge to each participant selected for a national event, a provincial event, or for an Area event of five or more nights. Five (5) District crests will be provided free of charge to a member participating in an Independent Trip of five or more nights which includes having contact with other Guiding members.

ADULT MEMBER SUPPORT

15. Eligibility & Coordination of Benefits

Feb.2023

Adult Member Support is available to all full-time and part-time Guiders in Mackenzie Heights District. If a Guider is a member in two or more Districts, Mackenzie Heights reserves the right to ask for proof of the amount of support the adult member is eligible to receive from the Other District, to ensure that the support does not exceed the actual cost.

16. Trefoil & Link Support

Sept.2019

These are Area-based activities and Guiding members who are registered only in Link or Trefoil are not eligible for any support from Mackenzie Heights District.

17. Adult Membership Fees, Roles and Expectations

Feb.2023

Every adult member pays an annual fee for membership in Girl Guides of Canada. BC Council pays this membership fee for adult members in certain positions that actively focus on activities for youth members. BC Council's only source of revenue is cookies.

Unit Guider. The primary role of our adult members is to provide leadership in our units at their weekly meetings. In addition to the expectations for leadership set out by our National office, all Unit Guiders are expected to participate in the planning and execution of their unit's meetings, to communicate with each other and with others in Guiding, and to effectively liaise with unit parents/guardians.

Administrative roles. There are a limited number of administrative roles at the District, Area, and Provincial level. This includes the role of Trainer.

District Guider. This role is defined in Guiding Essentials, and Mackenzie Heights District expects active participation and visibility from its District Guiders, which could include regular attendance at District Meetings.

Members-At-Large. An Adult member will be designated a Member-At-Large if the member does not wish to work regularly in a unit, cannot fill an administrative role, does not meet the criteria for District Guider, yet still wishes to be connected to Guiding. Members-at-Large may still contribute their time to Guiding in whatever way they wish, at whatever level of Guiding they wish. There are no expectations as to the level of involvement or participation by a Member-At-Large. However, because this is an Area-based position, Members-at-Large are not be eligible for Mackenzie Heights District support such as uniform, training, Area Dinner tickets, etc.

Bridging Members. A Bridging Member is a youth member who will turn 19 during the current Guiding year (September 1 to August 31). Membership fees for Bridging Members are paid by West Coast Area provided the registration is done by paper – consult DC or Deputy before registering.

18. Uniform

Feb.2023

We are a uniformed organization, and Guiders are to be in uniform any time they are acting as a member of the organization. This includes weekly meetings. When a Guider becomes a full adult member of GGC, and after the Guider has completed Safe Guide and all other required trainings, they will be provided with a new uniform shirt or tunic, paid for by the District. If a Guider chooses to purchase their own uniform shirt or tunic prior to becoming a full member, the Guider should submit the receipt to the District Treasurer. The Guider will be reimbursed once the Guider has achieved full membership status and has completed the required training courses.

If a Guider ends their membership with Girl Guides of Canada within two years of joining, or if their membership is terminated through failure to comply with GGC procedures, the Guider is encouraged to remember that the cost of their uniform was subsidized, and return the unwanted uniform to the District.

Guider uniforms are to be ordered by the District on behalf of the Guiders as part of the monthly consolidated online order. Adult uniforms should not be ordered as part of a unit order. The Unit will not be responsible for reimbursement to a Guider for expenses incurred in purchasing adult uniform pieces at the Guide Store.

After 5 years of service, a Guider will be eligible for a \$30 contribution by the District towards the purchase of any adult uniform item shown on the Adult Uniform page of the online Guide Store. In order to receive this \$30 contribution the uniform piece must be ordered through the District Purchaser. The

District Commissioner(s) has/have discretion to authorize a subsidized replacement of the uniform shirt within a shorter time period, if needed. For District Commissioners, the District will pay up to \$100 towards the purchase of formal uniform pieces of the DC's

choice, as a one-time purchase. This allowance is to be used during the DC's term. Any replacement of the GGC blouse, t-shirt or tunic would be as per the District uniform policy for Guiders.

19. Nametags, Insignia, Awards and Gifts

Nov.2020

Nametags are provided for all new Guiders, once they have completed all required training courses. The District will also provide all adult enrolment pins, appointment pins, awards and gifts for Adult Members in the District.

20. Travel for Adults

Feb.2023

Should a Guider apply for and be accepted to attend a National or International event, the Guider should submit a written request in advance of the trip to the District Council for assistance with expenses. The District Council will consider each request on an individual basis.

21. Crests for Traveling Adults

Sept.2016

Five (5) District crests will be provided free of charge to each participant selected for a national or provincial event, for an Area event of five or more nights, or a member participating in an independent trip of five or more nights which includes having contact with other Guiding members.

22. Training

Sept.2018

The District will pay for all non-refundable Girl Guide training fees, including online training, following successful completion of the training. The District will support at least 50% of the cost of other Guiding- related training (e.g. FoodSafe, Lifesaving) subject to prior approval by the District.

23. First Aid Training

Feb.2023

The district will reimburse up to \$80 towards the cost of Emergency, Standard, or Wilderness first aid training taken by any Guider, upon presentation of a detailed receipt. Guiders whose first aid training has been subsidized by GGC in this way are expected to volunteer and use their skills at Guiding events and camps they attend. A Guider may claim reimbursement for first aid training once every 3 years thereafter, provided the Guider has been using first aid regularly in GGC situations.

24. Non-Attendance at Training or Events

Oct.2021

Guiders who do not attend events or trainings for which they are registered must reimburse the District and/or Unit in full for their participant's fee.

25. Area Awards Dinner

Feb.2023

The District will pay up to \$30 per person for all Adult Members active in a Unit or serving on District Council who attend the Area Awards dinner. If a Member is not able to attend the dinner after a ticket has been reserved for them, they will be expected to reimburse the District for the cost of the ticket, unless the Adult Member can find an appropriate substitute.

26. Police Record Check

Feb.2023

The cost of obtaining a Police Record Check for Adult Members is paid for by Girl Guides of Canada. Non-Member Unit Assistants are responsible to pay the cost of acquiring their Police Record Check. Units are expected to pay the cost of Police Record Checks for registered Support Persons working with a youth member in the unit. Should an Adult Member require a Support Person, the District will pay for that Police Record Check.

MEETING PLACE SUPPORT AND DONATIONS

27. Donations/Honorariums

Sept.2011

The District will donate annually to local churches for the use of meeting rooms and storage space. The amount of the donation(s) will be reviewed annually at the February/March District meeting, and a request will be made to Area that the District be provided with funds to make all or part of these donations, according to West Coast Area procedures. In addition, each unit is expected to contribute service and/or a donation to its own meeting place.

28. Canadian World Friendship Fund (CWFF)

Feb.2023

According to the Girl Guides of Canada website:

“The Canadian World Friendship Fund is maintained through voluntary contributions from members and friends of Guiding, to help our members to experience Guiding internationally. It offers financial assistance to adult members who have been selected to accompany girls on nationally sponsored trips, to members attending international Guiding events as GGC representatives, and to girls and adults from other Guiding countries visiting Canada for special events.”

Units are encouraged to incorporate an understanding of CWFF’s role as part of their international programming each year, and contributions are always welcome as this is Guiding’s own “charity”.

EQUIPMENT & SUPPLIES

29. District Camping Equipment. Feb.2023

District camping equipment may only be used for Guiding events by Mackenzie Heights District Guiders with Mackenzie Heights District youth members. Unit Guiders are responsible for informing the District if equipment is damaged so that prompt repairs can be made to the equipment.

Guiders from other Districts wishing to use Mackenzie Heights District equipment must provide a written request for discussion by the District Council. It is the responsibility of the Guider signing out the equipment to ensure that it is returned clean, dry, and in good condition.

A fine for unclean, damp, unreported damaged or missing equipment may be charged to the last known user.

30. District Camp & Cleaning Supplies

Feb.2023

The District has consumable camp supplies available for use by Mackenzie Heights Guiders and youth members at Guiding events. These supplies are stored at the central camp equipment storage locations, and include dish soap, bleach, cleaning supplies, tin foil, plastic wrap, etc. The District will stop providing these items when our current stock ends. In future each unit should supply their own consumable camp cleaning supplies.

31. Unit Supplies

Feb.2023

Unit supplies are the property of Girl Guides of Canada and should be kept separate from the Guiders' personal supplies. When Guiders change in a unit, the new Guiders should be provided with all supplies belonging to that unit. Where a unit is closing, the unit supplies should be given to the District Commissioner for storage.

32. Storage of Unit Supplies at the Meeting Place

Feb.2023

Units lucky enough to have access to storage at their meeting space should be mindful that their use (or mis-use) of this storage space is a reflection on the Organization as a whole. Unit supplies should be in a sturdy closed container labelled with the name of the unit. Youth members accessing unit storage spaces should be supervised at all times. Under no circumstances should any of the following be stored at unit meeting spaces, whether the storage is locked or unlocked:

- Food, or any container that once held food
- Combustibles (e.g. propane, matches)
- Garbage or recycling (e.g. used plastic cups, forgotten craft projects, etc.)
- Health Forms
- Unit rosters

REVIEW

These procedures will be reviewed at least annually by Mackenzie Heights District Council. It should be understood that if there are truly exceptional circumstances with regard to any of these Procedures, Guiders are welcome to discuss the specific situation with the District Commissioner(s) to see whether there is some flexibility.