



FINANCE SECTION EXCERPT BC COUNCIL STANDARDS

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

Financial Assistance

- Members do not receive remuneration of any kind for volunteer services given to Units, district or area levels, the various provincial committees, or the executive level of the provincial council.
- Where possible, councils and committees do reimburse their members for out of pocket expenses, e.g. postage, telephone, travel, etc.
- BC Council provides financial assistance to its members and administers the funds, within the areas, for certain Guiding projects. (e.g., Capital Grants.)

Fundraising

Fundraising activities must adhere to both the national and provincial guidelines. Therefore, prior to any fundraising, read the *National Governance Policies Fund Development Fundraising Procedures & Guidelines*, *Guiding Essentials Section 8*, and *BC Standards, Appendix 1, Administration section* or contact your parent commissioner if you are unsure about any proposal. **Please note that where the provincial fundraising guidelines are more stringent than the national fundraising guidelines, BC Guiding Members must follow the provincial fundraising guidelines, as outlined below.**

BC Council strongly believes that there should be value (e.g., product, service) given for value (e.g., money) received. That is, if requesting a contribution, the Unit or council should expect to provide a material item, recognition or service. A donation freely given without request may be gratefully accepted.

GGC shall accept only those gifts that are consistent with the Mission, Vision, Values, goals and services of the organization.

Approval from area council is required for fundraisers not providing value for money received. Guiding Members are encouraged to participate and give service; the National Fund Development Policy states that members, while actively representing themselves as a Member of GGC, are not permitted to raise money on behalf of another organization. As a result of our long-standing relationships that have an impact across the province, BC Council has granted permission for BC Guiding Members to participate in the Royal Canadian Legion Poppy sales and the Canadian Cancer Society's Daffodil Days only.

Members should be encouraged to use Girl Guide recognized methods to raise funds, such as weekly dues, registration fees and the sale of Girl Guide cookies.

- Approval must be granted by the appropriate council using an FR1 before the fundraising event occurs. Commissioners must ensure that all appropriate approvals (e.g., licenses) have been obtained
- Fundraising only takes place if approximately 75% of the participants are youth members at the start of the planning process for the trip. (Safe Guide Nov.2004 - International-1)
- Fundraising for adult-only trips is not permitted. (Governance Policy 01-19-01 Fund Development-13)
- All fundraising for Guiding activities which has a combined total of \$5,000 or more, and that is not only from cookie sales must be approved by the area. The frequency and method of reporting will be determined by the area. All area fundraising must be approved by Province. The completed FR.1, together with all budgets and supporting information is the application for approval. If all fundraising activities are not determined at the time of application the approval from area/Province for the subsequent fundraisings must be obtained at least two weeks prior to the fundraising



What if a project is cancelled / over-fundraised

- A Unit or council raising funds for a trip or project must use those funds for the stated plan. If the trip or project is cancelled for any reason, the money raised must remain within Guiding, but may be spent on an alternate plan, with the approval of the council.
- If a Girl Guide council donates funds for a Girl Guide project which is subsequently cancelled, the monies donated by each council must (by agreement between the donor and receiving council) be either:
 - a. Kept at the project council level and used for another approved Girl Guide project.
 - OR -
 - b. Returned to the donor council. If the monies were originally donated from general operating, they may be returned to same. However, if monies were fundraised, they must be used for a Girl Guide project(s).
- Fact sheets should also include procedures for trip cancellation and/or participant withdrawal. (Safe Guide 2008 - International - Parent/Guardian Communication and Permission.)

Approval is required from BC Council and area councils for:

- Grants - provincial/city/municipal/corporate/foundations. Any grant application over \$500 must be pre-approved by the national Corporate Relations and Fund Development department.
- Donations requested from multi-branch corporations
- Area-wide large-scale fundraising activities
- Using Girl Guides of Canada for commercial advertising or product endorsement (this is distinct from national corporate sponsorships)
- Partnership agreements - any member considering entering into a partnership agreement must bring a proposal to BC Council for approval before it is forwarded to the National Fund Development Department.

Approval from parent council (district or area) is required for fundraising such as

- bake, bazaar, tea, craft, and white elephant sales
- bottle, paper, rag drive
- gift wrapping, coat check
- catering and service food (health and safety standards must be adhered to)
- delivering phone books, flyers
- babysitting, child care, entertaining (health and safety standards must be adhered to)
- talent, fashion, and puppet shows, fun fair, a-thons
- car washes
- envelope stuffing
- product sales - e.g. chicken, Tupperware (i.e. not in direct conflict with Girl Guide merchandise and not door-to-door)
- auctions, swap meets, garage sales
- payment for work performed

Not acceptable fundraisers

- casinos, lotteries, bingos, raffles, 50/50 draws
- "Tag Days"
- pool tickets
- door-to-door sales other than Girl Guide cookies
- multi-level marketing/pyramid sales
- fundraisers handled by paid professionals
- initiating or undertaking the selling or serving of alcohol as a part of a "Guiding fundraising" if girls are present



Donations may be requested within the scope of the National Fund Development Policy and the above Standards (e.g. – permission from the appropriate council may be necessary)

- donations from local businesses
- donations from service clubs
- employee grants, etc

(Reminder: A measure of common sense is required here)

Donations of goods or services may qualify for an income tax receipt with proper documentation. Please consult your commissioner and/or the Commissioner's Handbook.

Grants

Due to reporting required and the extra monitoring necessary at each level of Guiding, Members of Guiding in BC may not apply for Direct Access Grants. *Added to BC Standards per BC Council Motion made Sept.26/09.*

Merchandising

Effective January 1, 2009 no non-National clothing, except for event merchandise, may be produced. Existing stock may continue being sold until the stock has been depleted.

Event Merchandise

Visit the BC website for the most current information:

<http://www.bc-girlguides.org/whatsnew/whatsnewarchive/whatsnewresources.html>

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 provincial council for approval.

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 are shared accommodation.

In the instance of a caregiver sharing a room, refer to BC Council Standards Caregivers at Provincial Events.

Approved May 30, 2010

*(BC Policies & Procedures have been amalgamated into one document
BC Standards, as per National Guidelines, effective June 1, 2005)*

** Fundraising Guidelines updated and approved per BC Council motion made Feb. 2011*