



FUNDRAISING PROCEDURES AND GUIDELINES

These procedures accompany Policy 01-19-01 – Fund Development

- As stated in Governance Policy 01-19-01, Fund Development, all money collected by fund raising belongs to GGC and must be spent on the project, trip or event for which it was raised. Funds cannot be assigned to another activity.
 - a) Processes for accounting for and managing surplus funds from projects or events will be established by the provincial councils.
- All units, Districts, Areas or Guiding Communities intending to travel must seek permission to travel from the appropriate Safe Guide or International assessor and get approval, prior to commencing any fundraising activities for the trip.
- Councils, Units or individuals may only undertake fundraising projects, apply for grants or solicit donations with the approval of the Provincial Commissioner or her designate. Funding or donations from corporations that are greater than \$1,000 must be approved by the national office.
- Approvals for specific fundraising initiatives may be granted by the level designated by the provincial council.



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ACCEPTABLE FUNDRAISING METHODS

- GGC cookies are the official fundraiser for the organization and this is the only approved fundraising vehicle that benefits all levels of Guiding. Participation, at all levels, is expected in both cookie campaigns. GGC cookies are part of an immediately recognizable “Guiding” brand which is accepted by the public as a quality product and promotes positive visibility in communities across Canada.
- GGC Members may not engage in gaming or gambling activities involving money or other assets, unless otherwise provided for in the GGC Fundraising Procedures and Guidelines or Fund Development Policy.
- There are potential legal liabilities with Members of GGC selling food products, as a fundraiser for GGC, which are not officially sanctioned by the organization. Therefore, all Safe Guide procedures for food preparation and storage as well as all relevant government regulations must be followed when food is being prepared, served and sold by Members of GGC.
- There are potential legal liabilities with GGC Members running day cares for children, as a fundraiser. Therefore, the procedures outlined in Safe Guide along with any relevant government regulations pertaining to child care must be followed at all times.
- There are potential legal liabilities with GGC Members being involved in activities such as Car Rallies. Therefore, any GGC entity wishing to be part of a car rally must submit relevant information about the event to GGC’s insurance broker one month prior to the event.

EXAMPLES OF FUNDRAISING ACTIVITIES THAT ARE CONSISTENT WITH GGC IMAGE

- GGC cookie sales
- Grants from Provincial Lottery Corporations if applied for at the Provincial Level
- Other Local or Municipal Grants
- Raffles with a prize value of less than \$1000
- Auctions ▪Craft Sales
- Delivering fliers ▪Bazaars
- Coat checks ▪Recycling
- Garage Sales ▪Car Washes
- Fashion Shows ▪Bottle Drives
- Card Nights ▪Service Club Donations

EXAMPLES OF FUNDRAISING ACTIVITIES THAT MUST CONSIDER GGC IMAGE

- Any revenue from alcohol or tobacco companies or activities associated with such a company.
- Any revenue, involving the girls, from an activity that could be construed as gambling. This includes but is not limited to: casinos.
- Raffles on items with a value of more than \$1,000. The Provincial Commissioner must approve any raffle of items with a value greater than \$1,000 prior to the event.



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Fundraising for Trips

1. All fundraising initiatives must be consistent with relevant legislation.
2. Fundraising for trips may only occur if 75 per cent of the participants at the start of the planning process are girl Members. The Provincial Commissioners, or their designate, may grant an exception in specific circumstances. For example, if a girl requires individualized care or in the case of small groups where there is a requirement for two Guiders but there are not enough girls to make up 75%. Such exceptions should not be granted unless the travel group can adequately justify its decision not to recruit more girls.
3. Adult Members are not permitted to fundraise for adult-only trips. However, they may fundraise for independent trips where they accompany the girls. Adult Members are permitted to fundraise to benefit the girls.
4. Fundraising done to support international trips, inter-provincial trips and intra-provincial trips may only be used for direct budgeted costs associated with a trip. Fundraising money cannot be used for personal items, including clothing or personal spending money. Appropriate use of subsidized funds includes such things as transportation, accommodation, meals, entry fees to museums, etc.
5. Non-members participating in trips may not be subsidized by GGC in any way. Non-members may not represent themselves as part of GGC if fundraising for themselves.
6. All Members, adults and girls, are expected to contribute a minimum of 10% of the trip costs themselves. Subsidies may be made available to Members who cannot afford to pay this portion of the costs. Exceptions may be granted, based on need, to allow girls to fundraise this portion and/or receive subsidies to cover this portion.
7. Any money raised for a specific trip that remains unspent after paying allowable expenses, must be held in a restricted fund, at the council level designated by the Provincial Council, for future trip opportunities.
8. Record keeping and accounting for trip funds shall be in accordance with the financial standards of GGC. Financial records for all trips must be sent to the designated level council within 30 days of return from a trip.