



The BC Finance Committee and the BC International Committee presents....

“Everything there is to know about Fundraising for an International or Interprovincial Trip”



This is a very fluid topic; and it is imperative that you use the most up to date information available.

Each Area has a designated FR.1 Approver or a Team of Approvers. As a group they meet periodically to discuss the Fundraising processes and examples of Approved Fundraising Activities. We work together as a group and we hope that all Areas will be on the same page.

[Recent Changes – Sept/2023](#)

Currently due to the centralization of so many functions at GGC and after some consultation with the National Operations team, BC Council has removed the BC Standards from the website and put them on pause until all of National’s guidelines are rolled out and we ensure that we are consistent across the organization. Specifically, there was some content in our BC Standards about FR.1s and gaming licenses that wasn’t consistent with National’s fund development guidelines which was creating some confusion and hurdles with the FR.1 approval process.

For now, we are all using the Fundraising Procedures and Guidelines and FAQ’s found on [Member Zone](#).

While BC Standards are not up to date, there is still good information in it about what you can and cannot do to fundraise. One change is Raffles and 50/50 draws are no longer permitted in BC.

[New Process to submit FR.1’s for Approval](#)

All FR.1s are to be submitted by email to our new centralized FR.1 email address: bc-FR1@girlguides.ca.

We would like to ask that when Guiders submit FR.1’s, in Section 1 ~ “Who’s requesting Approval”; they show Area, District Name and Unit Name – how you wish to identify your Unit so it becomes easier for the Coordinator and Approvers to know who to communicate with.

FR.1s will then be forwarded to the appropriate Area Fundraising Approver for review and approval. The Area Fundraising Approvers will communicate with the Trip Guiders and will forward a signed and approved FR.1 to them. A copy of that signed/approved FR.1 will be returned to the FR.1 Coordinator who will save a copy on One Drive; the GGC Filing system. Copies of application Trip paperwork will also be saved.

Those FR.1s requiring PC approval, i.e. not in a position to sell cookies as part of the Fundraising activity; will be sent to the new centralized email address. The FR.1 Coordinator will communicate with the PC to obtain her approval. Trip Guiders will be informed of the decision by the FR.1 Coordinator. Those communications and approved FR.1 forms will be saved centrally for easy reference and recordkeeping.

To avoid any miscommunication, we advise that all FR.1s are to be submitted directly to the new FR.1 email. In the past, there has been direct communication with the PC, ACs and others concerning FR.1s and what's permitted and with this new process we are hoping to streamline things for everyone involved.

SG.8 (Travel Pre-Authorization), once approved by a travel assessor, is needed for the FR.1 Approvals where Fundraising is happening to support that travel. This is necessary for Travel in Canada and International Travel.

For Fundraising to support other activities, FR.1 Approvals do not require SG paperwork approval. For example, if you need to fundraise to hold a year end camp, you can do so without submitting SG forms. However, details on the activity including Budget, itinerary, etc. may be asked for by your Approver to assist them in approving how you wish to fundraise. SG paperwork will be needed for your actual event based on the recommended timeline for your activity.

FR.1 Submissions and questions can be emailed to our new centralized Fundraising email address ~ bc-FR1@girlguides.ca.

Highlights to keep in mind when Fundraising

- 1) Girls shall lead fundraising activities. And such activities need to be held in locations where all girls can participate. Girls must understand and be able to clearly say why monies are being earned.
- 2) The sale of GGC Branded merchandise is not permitted as a fundraising project.
- 3) When selling food, you need to check into whether Food Safe is needed when selling food made by GGC members for GGC fundraising. It might be best for each group to check with their Health Authority. One Provincial Act – Public Health Act; seems to allow us as a volunteer group to be exempt from having Food Safe if “made by a volunteer and sold”. This seems to apply to Unit Camps and Bake Sales.

Some Areas have found they need Food Safe and a Permit for Sale.

Having a Craft Table with baking, does not need Food Safe. It may be common sense, and we need to ensure we are safe when preparing food for sale.

4) Advertising on Social Media – you must stay in your location. Stay in your District; or Districts of the Girls/Guiders on the Trip. Now with no other fundraising, then to our Area FB page. Do not go to GGC unofficial or official site. Stay local to your town and local community pages. If individuals use their personal pages, no issues.

5) Service Projects with Community Groups - simply asking for donations cannot be done – volunteer or ask to do service work, if you get a donation then report it on an FR.1.

You may have numerous questions about what you can and can't do to fundraise. Your Area FR.1 Approvers will be a great reference source. Or reach out to the BC FR.1 Coordinator for assistance.

Thanks, Darlene

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BC Finance Committee

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