

BC Council Frequently Asked Questions

1. Do I need any forms at my unit meetings?
 - a. An SG.4 (Emergency Response Plan) is needed for unit meetings. If your unit is doing an activity on your meeting night away from your regular meeting place (field trip, different location, walk around the neighbourhood, etc.) you will need another SG.4.
 - b. You should always have the girls H.1 (Personal Health Form and Permission to Pick Up Girl Members) at unit meetings (and any event you attend).

2. What forms do I need for events?
 - a. Forms needed for events may differ depending on what activities you will be doing. It is always a good idea to check Safe Guide if you are unsure.
 - i. **SLEEPOVER**
 1. Send to Assessor
 - a. SG.1 (Activity Plan)
 - b. SG.3 (Activity Notification or Authorization)
 - c. SG.4 (Emergency Response Plan)
 2. Sent to caregivers
 - a. SG.1 (Activity Plan)
 - b. SG.2 (Caregiver Permission)
 - ii. **CAMP**
 1. Send to Assessor
 - a. SG.1 (Activity Plan)
 - b. SG.3 (Activity Notification or Authorization)
 - c. SG.4 (Emergency Response Plan)
 2. Sent to parents
 - a. SG.1 (Activity Plan)
 - b. SG.2 (Caregiver Permission)
 - iii. Depending on activity, you may also need the following forms –
 1. SG.5 (Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement)
 2. SG.6 (Adventure Camping/Tripping Plan)
 3. SG.7 (Third Party Service Provider Interview Checklist)
 4. WA.1 (Water Activity Plan)

3. Where do I find forms (health forms, Safe Guide forms, etc.) Remember to always use current forms. Do not stock pile Safe Guide forms.
 - a. All Girl Guides of Canada forms can be found [Safe Guide Forms](#)

4. Where do I find Safe Guide?
 - a. All information regarding Safe Guide forms and form submission can be found on the BC website [website](#). Remember - Yellow forms must be sent in 14 days before start of event, and Red must be sent in 21 days before start of event. **NO LATE FORMS WILL BE ACCEPTED.**



5. What do I do with my forms after my event?
- Forms must be submitted for forms retention. A secure way of submitting your forms for document retention electronically is currently being developed. While that happens, please hold on to your forms until the end of the year. You can also mail your forms to:

**Girl Guides of Canada,
50 Merton St. Toronto,
ON M4S 1A3.**

On the outside of the envelope write:

- Safe Guide Package
 - 2021-2022 Guiding Year
 - Your unit name and iMIS # and/or organizing group and iMIS #
6. Who signs my contracts?
- All contracts are sent to bc-contracts@girlguides.ca to be signed by the assigned person at the provincial office
 - If you have any questions contact your Area Commissioner
7. Where do I find the program?
- Our program can be found on the [Girls First Platform](#)
 - [How can I sign into Girls First Platform?](#)
8. Can I do other program than Girls First?
- You can absolutely do program other than what is on the Girls First Platform. Each Council has challenges available for programming.

[Alberta Council Challenges](#)

[Manitoba Challenges](#)

[New Brunswick Challenges](#)

[BC Challenges](#)

[Ontario Challenges](#)

[Nova Scotia Challenges](#)

[Saskatchewan Challenges](#)

[Quebec Challenges](#)

[Newfoundland Challenges](#)

9. What is Thinking Day?
- Each year on February 22, Girl Guides and Girl Scouts from around the world celebrate World Thinking Day. This special day is about friendship – it's your chance to celebrate being part of the global Guiding sisterhood! February 22 was chosen as it was the birthday of Scouting and Guiding founder Lord Robert Baden-Powell and of Lady Olave Baden-Powell, his wife and World Chief Guide.
 - Find more information on World Thinking Day can be found on the [WAGGGS](#) website.
10. Where can I find information on trainings?
- BC Council Trainings information can be found [BC Event Calendar](#) Or email the BC Training Adviser (bc-training@girlguides.ca)
 - National Trainings Calendar can be found [here](#)
11. Do parents need to pay for cookies upfront?
- The short answer is NO.
 - You cannot require parents to pay for the cookies up front. Nor can you ask for a postdated cheque. Cookie sales are encouraged but there is no minimum that each parent must sell. If parents choose to pre-pay for their cookies, that is permissible.
 - For information on Cookies contact your area council Cookie Adviser and check the National website for information. [Cookies](#)

GGC cookies sell for \$60.00 a case. From the sale of each case of cookies National receives \$26.50. BC province receives \$12.75. The remainder of the money raised is distributed to Areas/Districts and units according to each area's policy.



12. What pieces are recommended uniform pieces?
- f. The uniform consists of one core piece for both girls and women – a navy blue T-shirt or tunic and for pants or bottoms, whatever they’re comfortable in.
 - g. Units should not require girls to wear or purchase optional pieces
Optional items: • For girls: Branch tie, badge sash, reef knot, pin tab (depending on branch) • For adult members: Pin tab, adult scarf
13. Is there some where I can hear songs before I teach them to my unit?
The National website [Let's Sing!](#) has lyrics, sheet music, and audio for many songs.
14. Where do I buy program badges?
- h. Badges can be purchased from the [Girl Guide Store](#).
15. Where do I find contact information for BC Council?
- i. Contact information can be found on the BC Council page. [Contact Us](#)
15. Where do I find information on units – what type and what is required to open a unit? [Guiding Essentials](#)

ACRONYMS

PRC - Police Record Check

WAGGGS - World Association
of Girl Guides and Girl Scouts

GGC - Girl Guides of Canada

SG - Safe Guide

GF - Girls First

GUS - Guaranteed Unit Share

DC - District Commissioner

AC - Area Commissioner

RG - Responsible Guider

PCard - Purchase Card

IR1 - Image Release

EFT - Electronic Funds Transfer

iMIS - Integrated Membership
Information System

FR1 - Fundraising Form

TEAM - Training and
Enrichment for Adult Members

CWFF - Canadian World Friendship Fund

- 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.

IMPORTANT RESOURCES

[Guiding Essentials](#)

- Guiding Essentials is a key member resource that provides information about the operations and structure of Girl Guides of Canada. It covers topics such as membership, programs, awards and cookie sales. Guiding Essentials also includes a glossary of commonly used Guiding terms and acronyms

[Brand Centre](#)

- Brand Centre is our go to spot for all GGC approved & branded logs, pictures, PR material. [Brand Centre](#)

[Awards](#)

- Information on BC and National formal awards and information on informal awards

