

Final – March 25 2011

Purpose

To provide guidance on the usage of surplus supplies and products purchased with Guiding funds.

Background

Adult Members are required to purchase items and consumable supplies (groceries, craft supplies, etc) for events planned and hosted by the Girl Guides of Canada – Nova Scotia Council. It is recognized that while Guiders are very diligent in determining needs and volumes to support the delivery of programs and logistics, there will be, from time to time, left over supplies.

It is also recognized that Guiders at times also use personal consumable items without expecting compensation for those. Perishable consumables, where quantities are minimal and appropriate, may be kept by Guiders for personal use to help offset this.

For the purposes of these Guidelines the following is being considered:

1. Non consumable items purchased provincially ie: glue guns, scissors, decorations
2. Consumable non perishable items purchased provincially ie; surplus craft supplies, office supplies, non perishable food stuffs (tea, coffee, juices, etc)
3. Consumable perishable items purchased provincially ie: food stuffs,

The following guideline is intended to provide a common sense approach to the:

- a) Access of available supplies stored at Guide House,
- b) Purchase of supplies
- c) Return of surplus items to Guide House for future use
- d) When items can be kept for Guider's personal use.

The prevailing caveat for these Guidelines is common sense. The desire is to have the member and the organization feel good about the final outcome of what is returned to Guide House and what is distributed to members as appropriate.

General Application

While these procedures are developed for application to provincially sponsored events, they may also apply to Area Council and or District Council events, with adaptation as appropriate and as approved by the parent council.

Guidelines

1. All members planning Guiding events or activities will use best judgment when determining needs based on budget and costs.

2. Provincial Advisory Committee, Team and Task Group Members should consider the following when planning / delivering their program:
 - a. Non consumable items purchased provincially i.e.: glue guns, scissors, decorations
 - i. Contact Provincial Advisory Leads to determine availability of supplies on hand.
 - b. Consumable non perishable items purchased provincially i.e.; surplus craft supplies, office supplies, non perishable food stuffs (tea, coffee, juices, etc)
 - i. Contact Provincial Advisory Leads to determine availability of supplies on hand.
 - c. Consumable perishable items purchased provincially i.e.: food stuffs
 - i. Contact Office Manager to determine any onsite food stuffs available for use.
3. Should there be a surplus of supplies, not deemed appropriate for return or use in Guiding, member(s) may buy the supplies for an appropriate reimbursement amount. Consideration should be given to the amount of personal items the guider(s) used but did not claim when determining reimbursement amount.
4. It is understood that when providing / catering meals there could be left over prepared food. While the desire is to hold this to a minimum it is not always realistic.
 - a. If event / meeting is at Guide House, left over prepared food can either be:
 - i. Left in the fridge with a note for usage: all help yourself, hold for meeting (include date),
 - ii. Distributed amongst the adult participants
 - b. If event / meeting is off site, left over prepared food can either be:
 - i. Distributed amongst the adult participants
 - ii. Donated to a Soup Kitchen
5. Exceptions to the above Procedures are at the discretion of the Provincial Finance & Audit Committee and their decision is final.