


ACL CHEAT SHEET

	Responsibility/ Authority	Action	Support	Contact/ Resources
Unit readiness changes: <ul style="list-style-type: none"> • Guider status • Unit capacity • Waitlist • New/Closed units • User space 	ACL	ACL to update Member Support Team for all changes	Member Support	memberunitsupport@girlguides.ca
Recruitment	ACL/CG/Unit Guider	Recruitment of adult and girl members to grow Guiding	Member Growth	membergrowth@girlguides.ca
Waitlist	ACL/CG/Unit Guider	Removing girl members off of waitlists and into Units	Member Growth	membergrowth@girlguides.ca
Girl membership	National Info Team	Membership & refunds inquiries directed to Info Team	Info Team	info@girlguides.ca
Adult membership	National Screening Team	Application status and Inquiries to screening team	Screening Team	screening@girlguides.ca
Sourcing new user space	ACL/CG/Unit Guider	ACL/CG/Unit Guider to conduct search and School and Municipality Permit Requests sent to member support team member	User Space	on-userspace@girlguides.ca
User space (free) contract renewal	ACL/CG/Unit Guider	Contact facility directly. Unit Guider often has local connection. One representative to contact if multiple units using space.	Advisor	Contract Submission Form
School, municipality & other paid user space contract renewal	User Space		User Space	on-userspace@girlguides.ca
Permit, fee & contract approval/signature	Provincial Operations Lead	All contracts/permits including user space to be submitted for review/approval/signature		Contract Submission Form
Cookie inquiries	National Cookie Team		Cookie Team	ckhelp@girlguides.ca
Issue & performance management	ACL	Investigation, PIP, verbal warning, written warning	Advisor/DPC	ACL Manual Module 3
Girl protection	All	You have a legal responsibility to notify your local child protection agency or the police when you suspect that a child is in need of protection.	Girl Protection Advisor	ACL Manual Module 4 on-girlprotection@girlguides.ca