January 2023

**Written Warning – Template #3**

As per Adult Member Support Module 3:

**Steps in delivering a written warning:**

1. Read the steps as outlined on page 25 of Module 3
2. Fill out this template following the meeting then send a copy to the Member and to

on-compliance@girlguides.ca

1. Follow up to ensure actions are complete by deadline.
2. Keep this record in your file until it is resolved
3. Once resolved, send email to on-compliance@girlguides.ca to close the file and destroy your records.

**Written Warning**

Member’s name: Xxxxx Date of Meeting: Xxxxx

 Date sent to Member: Xxxxx

ACL Name: Xxxxx

Names of others present at this meeting: no meeting due to non-communication from Member

Type of issue – please use Code of Conduct for reference (check all that apply):

[x]  Behaviour that is contrary to our Code of Conduct

 Specify: Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.

[ ]  Dangerous behaviour that puts our girls at risk

 Specify: Click here to enter text.

[ ]  Illegal behaviour

 Specify: Click here to enter text.

[ ]  Administration, e.g. incomplete forms

Specify: Click here to enter text.

[x]  Other

Specify: Failure to getting receipts/money to unit treasurer, leading to failure to respond

State what the issue is and why it is important you follow the proper process: Failure to provide money and receipts for units (\*listed 2 named units here\*) so treasurer can keep unit up to date

Adult member’s response (relevant information that surfaced during discussion): Failure to respond (last response was 2 emails and 2 text messages ago

Action steps to correct situation: At this point it is my recommendation for someone else in the unit to take on the responsibility of getting money/receipts to outside treasurer. In the interim it is important that these two accounts be reconciled immediately by you responding. Recommendation by ACL is that Xxxxx is not to hold any financial positions in Guiding unless she abides to complete a Treasurer training and agrees to get money/receipts to treasurer in a timely fashion (at least once a month).

How change will be measured: When year-end is reconciled – as we are nearing year end, this is the best time to measure

Adult member commits to do: No response from Member, so nothing has been committed to

ACL commits to do: : Ensure new interim ACL is aware of situation so she can provide follow up between unit and outside treasurer for unit to ensure compliance.

Deadline to complete these actions and date for follow up discussion: Follow up on whether communication has been acted on by following date Xxxxxx