

GGC ON – Current Contracts Information

- Guider will obtain contract from facility and send it to GGC ON Contracts email, on-contracts@girlguides.ca. Ontario office will sign and return contract to Guider; Guider will provide signed contract to facility/location in order to secure permit.
- If an explicit fee is indicated on the contract, GGC ON will arrange for payment, or make note for future payment if facility is asking for a once-per-year fee (ie: church).
- If Guider receives an invoice, they can send it back to the Contracts email (this is the email address that would have provided the signed contract - ON Contracts on-contracts@girlguides.ca)
- Many facilities are now adding additional charges for cleaning on a per-meeting basis. GGC ON is only able to approve additional fees if explicit total charges are indicated (the Guider/facility will need to work out how many in-person meetings will be taking place, and provide a total charge for a time frame ie: \$15.00 additional cleaning charge for each meeting at a church, invoice will need to indicate \$15.00 per meeting, with 7 confirmed in-person meetings, invoice must indicate \$105.00 to be paid, so that office can arrange for payment)
- Please note that GGC ON is currently experiencing longer than normal turnaround times for signing contracts; we request that all contracts be provided to GGC ON with as much advanced notice as possible, to ensure that signed contracts can be provided prior to the next meeting
- Please click [here](#) for FAQs on User Space