

Application for Fundraising Approval

The following form is used to request approval for any fundraising above and beyond the sale of Girl Guide cookies by your Unit, District, Area or Community. If fundraising for travel (in Canada or internationally), the travel must be preauthorized by an assessor (SG.8) before fundraising approval will be provided. Before completing this form, you must consult the fundraising policy, procedures and guidelines found under the Admin tab on the Fundraising page in Member Zone.

A new FR.1 should be completed if you:

- ADD fundraising initiatives to support an activity for which fundraising has been approved previously.

OR

- If the fundraising is for a *NEW* activity, even if you have done similar fundraising and received approval in the past.

After completion, this form will be sent to an assessor. The form will be returned with the results of your request. You can only proceed with fundraising activities after they have been approved.

Section 1: Details of fundraising

Provide details about:

- What you are raising funds for
- What Unit(s)/District(s)/Area(s) or camps are organizing the fundraising activity(ies)
- The responsible Guider for the activity that requires fundraising.

Section 2: Description of fundraising activity/activities

Describe your fundraising activity(ies) or event(s) funding, grants, in-kind donations, sponsorship or partnerships with other organizations or companies. Separately list fundraising activities; who you will be approaching for donations (both money and in-kind); the amount of money or value of in-kind donation being requested.

NOTE: Any request for a corporate or business donation over \$1,000 whether money, gift in-kind or materials must be disclosed on this form for review by the Provincial Commissioner and approval by Sue Sheridan, Fund Development Specialist.

Fundraiser goal:

This amount is the net profit you are aiming to achieve through each fundraiser you list on the form. To calculate the net profit, subtract the expenses from the total income. For example, for a craft sale, subtract the cost of the crafts supplies and the rental of the space for the display from the total revenue. All three fields (description, date and fundraiser goal) must be filled in for each activity or approval cannot be granted.



NOTE: The approval of the SG. 8 or any Safe Guide form does NOT equate to fundraising approval. This is a separate and distinct process.

Section 3: Detail of costs

Use the following calculations to complete this section of the form:

Total cost of activity: From your budget put the total cost of the activity (e.g. trip, camp improvement, CWFF, etc.) in this line.

Cost per participant and number participants: Contributions from participants:
Dollar amount of contribution per girl x number of girls
+ Dollar amount of contribution per adult x number of adults
= Total contributions from participants.

Other contributions: For trips, all Members, adults and girls, are expected to contribute a minimum of 10% of the trip costs themselves. Based on need, exceptions may be granted to allow girls to fundraise this portion and/or receive subsidies to cover this portion. Refer to Fundraising for Trips in the Fundraising Procedures and Guidelines.

Include assistance from Guiding sources, for example a District or Area council.

Amount to be fundraised:
Total Cost of the Activity – (Cost per participant and number participants + Other contributions) = Total amount to be fundraised.

Fundraising from cookie sales: 25% cookie sales requirement:
Total amount to be fundraised x .25 = amount to be raised from cookie sales.

The amount of fundraising from other sources:
Total amount to be fundraised – Fundraising from cookie sales = Fundraising from other sources.

Cookie Cases: To calculate the minimum number of cookie cases to be sold:
Fundraising \$ dollar value of unit share/proceeds /profit per case = Number of cases to be sold

Section 4: Additional attachments

In order for your request to be reviewed you must attach the requested information as it is applicable to your fundraising request. An up-to-date budget is a mandatory attachment.

Section 5: Declaration of understanding

The Responsible Guider must have read and agreed to abide by the Girl Guides of Canada – Guides du Canada [Fundraising Procedures and Guidelines](#) which accompany the [Fund Raising Policy 01-19-01](#) in Member Zone before submitting the form.