



GIRL GUIDES OF CANADA, ALBERTA COUNCIL

Procedure for Ordering Branded Items Inventoried by Alberta Council

Process for all crests, pins and other merchandise where Alberta Council maintains an inventory for sale.

Process:

- The requestor creates a draft of the design and completes the *AB.PR.01 Crest Logo Use Approval Form*. Additional Comments / Information to include: criteria associated with the crest (if any), the approximate size, number of colours, type and estimated initial order quantity.
- The design and form are submitted to crest_logoar@albertagirlguides.com for review by the Deputy Provincial Commissioner (DPC). The DPC will review for conformance with the GGC Brand Standards, Provincial Council Brand Standards and confirm alignment with strategy and other requirements.
- The DPC will provide approval to proceed to the requestor and include the Alberta Council Office. The DPC will advise at this time whether Council approval is required; Council approval is not required where the purchase has been approved as part of the annual budget.
- The Alberta Council Office will send the draft to three companies for quotes, receive the quotes and prepare selection information for the requestor. The three quotes are provided anonymously to the requestor.
- Where required, the requestor will prepare an Issue Brief for Alberta Council and make a Recommendation regarding the quote. The Recommendation should include:
 - The name of the crest, pin or nature of the other merchandise
 - The related or associated purpose and any associated criteria
 - The initial order number
 - Which quote they would prefer and the associated cost
 - If the items will be inventoried and available for purchase OR if items will be used as promotional items (given away) and if promotional, where the funds to purchase will come from

The Rationale & Considerations should include a summary of the three quotes received.

- Where a motion is not required, the requestor to select a quote.
- Once a motion is approved or the quote is selected, the Alberta Council Office will formally engage the selected company to prepare a proof / formal rendering of the item. Alberta Council Office will forward the proof / formal rendering to the DPC for final approval, with a CC to the requestor.
- Upon approval, Alberta Council Office will proceed with ordering and inventory management.



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All items sold are to be sold on a cost recovery basis. The cost includes production costs, any set-up charges, shipping and handling and GST, rounded to the nearest nickel.

Associated Motions:

June 21, 2014 Carried E.14.06.11	*That reordering of crests no longer needs executive approval, decisions to be made by SCA and office clerk (who will get a quote from the current supplier) and DPC SCA advised of the order.
October 14, 2017	To allow the Provincial Commissioner, Deputy Provincial Commissioners, Area Commissioners, Deputy Area Commissioners, Youth Forum, Areas, Districts, non-event specific Area Training crests, Alberta Council, Area and District properties such as camps and facilities, Trefoil Guild and Link units to create non-event specific crests. Crests must follow branding standards related to trefoil usage. No GGC funds can be used to purchase crests for Trefoil Guild and Link units.