



GIRL GUIDES OF CANADA, ALBERTA COUNCIL

FR.1 APPROVAL PROCESS

FR.1 SUBMISSION PROCESS

- All FR.1s are forwarded to the designated Area Approver with attachments, as required, per your Area process. Attachments:
 - Travel: approved SG.8 and up-to-date travel budget (see Travel Related FR.1 Submissions below)
 - Raffles: AB-Council.27 Raffle Licence Request. ***PLEASE NOTE:** if you plan on asking for a donation for a raffle prize from a business or individuals, you require an approved FR.1 prior to submitting an FR.1 for a raffle.
- Ensure that all applicable information on the FR.1 is included and correct, including applicable attachments. Incomplete or incorrect submissions will be returned and re-submission required.
 - If fundraising is not trip related, section 3 on the FR.1 does not need to be completed.
- A fundraising event summary must be submitted to the Area Commissioner or designate no later than 21 days following the event. This event summary is to include any expenses incurred to hold the event and the actual profit made. If it is an ongoing event such as a monthly bottle drive, the event summary can be submitted at the end of the approval period for each FR.1. The event summary will be kept with the original FR.1 in the area files.
 - [AB-Council.24 Fundraising Event Summary](#)
- Fundraising events are generally approved for no further than six months away. If an ongoing event will continue beyond six months, a new FR.1 will need to be submitted. Consult your designated Area Approver if you require a FR.1 approval outside of six months.
- Specific dates are required on the FR.1. For example, if a monthly bottle drive will be held, the FR.1 would be written as: May 6, 2017, June 7, 2017, July 9, 2017, August 15, 2017.
- Copies of approved FR.1s MUST be kept with the financial records of the entity doing the fundraising.

CHANGES? DESIGNATED AREA APPROVERS MUST APPROVE ANY CHANGES TO PREVIOUSLY APPROVED FUNDRAISING BEFORE PROCEEDING

AREA COUNCIL APPROVAL PROCESS

FR.1s will be reviewed by the designated Area Approver.

- All received FR.1s will be input into the appropriate Area FR.1 Tracker spreadsheet.
- Completed FR.1s (approved or denied) will be scanned and sent to the Contact Guider along with a copy to the District Commissioner. The original will be kept in the area files.
 - If the FR.1 is not approved, an explanation is provided.
- Area FR.1 Approver must submit a copy of the approved FR.1 related to fundraising that will generate more than \$5,000 profit to the Admin Manager and the Provincial Commissioner at the time of approval.
- On a monthly basis, the Area FR.1 Approver must send a copy of the tracker spreadsheet to the Admin Manager and the Provincial Commissioner.



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- Contacts:
 - Admin Manager: adminmanager@albertagirlguides.com
 - Provincial Commissioner: pc@albertagirlguides.com

ALBERTA COUNCIL APPROVAL PROCESS

Refer to: [Alberta Council Fundraising Guidelines](#)

- All requests for fundraising that require Alberta Council or National approval must be submitted separately on their own FR.1 and are to be received by the Area Commissioner or designated Area Approver no later than thirty days prior to the event. The Area Commissioner or designated Area Approver will then forward to the designated Alberta Council FR.1 Approver for consideration. The Area Commissioner or designated Area Approver is then copied when the FR.1 is returned.
 - Contact: FR1approval@albertagirlguides.com
- If Areas or Districts are looking to fundraise for a reserve fund in support of travel assistance, subsidies etc., the approving authority is at the Alberta Council level.
 - A copy of the Area or District minutes detailing the distribution of funds is required with the FR.1 submission.

Process for Area and Provincial Approvers of FR.1s

- All FR.1s are reviewed by the Provincial/Area Commissioner or designate FR.1 approver. The designated approver must be someone who is familiar with the FR.1 process and has experience relating to it. Alberta Council and Area Council designated FR.1 approvers are to be documented in the applicable Council meeting minutes on an annual basis.
- The FR.1 approver will review the documentation received and ascertain that the FR.1 is acceptable within the parameters of their approval authority. If so, she will approve and send back to the requester with a cc to the appropriate level commissioner or designated approver. If it is not within her approval authority then she will forward as required.
- In the event of Raffles, the designated Alberta Council approver will provide detailed instructions back to the requestor on the process to obtain a raffle licence from Alberta Liquor and Gaming Commissions.
- All FR1s, approved or denied will be entered into a spreadsheet noting all details including:
 - Date of approval
 - Requestor information including email address
 - Reason for Fundraising (i.e. Maritimes trip or for non-travel FR.1 – subsidization of district camp). Ensure that fundraising is not taking place for the sake of fundraising.
 - Type of Fundraiser – details of event along with anticipated profit and dates.
 - If an entity is planning multiple sales type fundraisers, they should be encouraged to look at other avenues to mitigate donor fatigue. Suggestions include activities that girl members can actively participate in such as highway clean-up.
 - We need to protect the image of GGC by ensuring that our members are fundraising in an ethical, correct manner.



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- The spreadsheet is sent to the applicable Commissioner for information purposes at their Council meetings and it is attached to the minutes of the same meeting.

Other things to watch for:

- Is the activity an approved method of fundraising? See governance policy 01-19-01, Fund Raising & Travel Procedures and Guidelines and the Alberta Council Guidelines.
 - Can girls can actively participate?
 - Is it consistent and/or held in venues that are consistent with GGC's image?
 - Producing merchandise (branded or unbranded) for sale as a fundraiser is not permitted: i.e. shirts, cups, blankets, etc
 - Any fundraising involving food preparation and storage must follow Safe Guide and relevant government regulations.
 - The event cannot associate GGC's name with a business. They cannot use our logo.
 - GGC sells cookies - this is direct sales. Any other type of direct sales need to be considered to ensure they do not conflict with our cookies (i.e. no cookie dough etc).

Travel Related FR.1 Submissions

- Approved SG.8 as applicable
 - Changes to the number of participants often occur. Ensure that the most up-to-date number of participants are documented
- Detailed up-to-date budget
 - Does the budget show the same number of girls and guiders as in Section 3 of FR.1?
 - Is the participant portion a minimum of 10% and does it show all participants paying same amount?
 - Has the budget been updated with actuals?
 - Are all expenses shown allowable?
 - Are the cookies shown on budget the same as, or more than, the 25% calculation on the FR.1?
 - Have they shown any Alberta Council/Area/District/Unit support - in section 3 on line C

Section 3: Details of Costs (To calculate, see Instructions on page 1)

Total cost of activity (e.g. trip, camp improvement, CWFF etc.)	A	\$
For trips, contributions from each participant: \$ ____ x ____ # of girls + \$ ____ x ____ # of adults	B	\$
Other contributions: See Fundraising for Trips in the Fundraising Procedures and Guidelines	C	\$
Amount to be fundraised: A – (B + C)	D	\$
Fundraising from cookie sales (must be a minimum of 25% of amount to be fundraised): D x .25	E	\$
Total amount of fundraising from other sources: D – E	F	\$

Cookie Case Calculation:

Minimum number of cookies cases to be sold: Line E ÷ \$ ____ unit share proceeds/profit per case	
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