

Application for Fundraising Approval Instructions

The Application for Fundraising Approval (FR.1) 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.

Send your completed form to the designated council in your province. Check with your provincial council for its process. (In Ontario send it to executive.coord@guidesontario.org.) 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. If more space is required please attach a second page with these details.

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 reviewed by the Provincial Commissioner and sent to the national office for approval by Sue Sheridan (sheridans@girlguides.ca), 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:

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

Line B: For trips, contributions from participants:
 Dollar amount of contribution per girl \times number of girls
 $+$ Dollar amount of contribution per adult \times number of adults
 $=$ Total contributions from participants. Put this amount on line B of the form.

Leave this line blank if fundraiser is not trip related.

Line C: 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.

Line D: Amount to be fundraised:
 Line A – (Line B + Line C) = Total amount to be fundraised. Put this on line D

Line E: 25% cookie sales requirement:
 Line D \times .25 = amount to be raised from cookie sales. Put this on line E

Line F: The amount of fundraising from other sources
 Line D – Line E = Fundraising from other sources. Put this on line F

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

Section 4: Checklist of 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 sign and date the form indicating she has adhered to the Girl Guides of Canada-Guides du Canada Fundraising Procedures and Guidelines.

Section 1: Details of Fundraising

What are you raising funds for:			
Who is requesting approval: (Unit, District, Area, camp etc.)			
Responsible Guider for the activity(ies) you are fundraising for:		iMIS:	
Phone:		E-mail:	

Section 2: Description of Fundraising Activity/Activities

Ensure you have filled in all three fields – missing information may lead to a delay in approval. If more space is required to describe your fundraising please attach a second page.

Description of fundraising method (list each activity separately)	Date of Activity (day/month/year)	Fundraiser Goal (net profit)	Approved
		\$	Y <input type="checkbox"/> N <input type="checkbox"/>
		\$	Y <input type="checkbox"/> N <input type="checkbox"/>
		\$	Y <input type="checkbox"/> N <input type="checkbox"/>
		\$	Y <input type="checkbox"/> N <input type="checkbox"/>

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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Section 4: Checklist of Attachments

In order to have your fundraising request reviewed you must attach the following:

- Detailed up-to-date budget for the travel (estimated expenses for activities and a list of all revenue sources)
- Additional fundraising information if required (as above)
- Travel Preauthorization form (SG.8) if fundraising for travel

Section 5: Declaration of Understanding

I understand that by signing this form I have read and agree 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.

Signature of Responsible Guider: _____ Date _____

Fundraising may proceed	Fundraising may not proceed	More information is required
Signature:	Signature:	Signature:
Name:	Name:	Name: