

Fundraising is undertaken to augment the financing of Girl Guide activities and programs, which are available to all girls and women. Girl Guides of Canada-Guides du Canada provides able leadership and valuable service, and will seek financial assistance to support our Vision and Mission.

(Refer to current National Policies)

Fundraising Policy National

PROVINCIAL FUNDRAISING REGULATION

Fundraising activities should meet community standards and be acceptable to Alberta Council. **Provincial Guidelines**

All fundraising must be in accordance with Governance Policy #01-19-01 – *Fund Development with Fundraising Guidelines*

All applications for **Government** grants above the municipal level must be submitted through the Provincial Fund Development Coordinator.

Approval from Alberta Council is required for:

- any initiative involving the hiring of a professional fundraiser
- initiatives involving a large sum of money, in excess of \$2,500 being paid in advance
- All Casinos (note that approval for casinos will not be granted to any level below that of area.)
- All Bingos
- All Raffles
- All 50/50 draws
- Door-to-door sales of products other than cookies

Additional information/requirements for bingos, casinos and raffles (including 50/50 draws):

- Approval will be based on the list of proposed expenditures sent to the Provincial/Territorial licensing agency
- Alberta Council will inform the Area Commissioner of the following:
 - o That approval has been granted
 - o Of the person in charge of the initiative
 - o Of the Provincial/Territorial license registration number of the approved fundraising agency.Application for raffles and bingos must be approved by the Provincial council and the

application for license will be done by the provincial office staff. The final report is also to be copied to the provincial office.

All fundraising activities where our Members provide value for money received, such as below, must be approved by the Area Council, using the FR.1 form (Application for Fundraising Approval).

Provincial Guidelines cont'd.

- Auction (silent or live)
- bake sale, bazaar, tea, craft sale, white elephant
- bottle, paper drives
- gift wrapping, coat check, catering, serving food
- delivering phone books, flyers
- selling Tupperware, etc. to friends
- baby-sitting, childcare
- talent show, film show, fashion show, puppet show

Cross-reference Girl Guides of Canada-Guides du Canada Fund Development Policy #01-19-01

Bake Sales: There are potential legal liabilities associated with the selling of food products not officially sanctioned by the organization. All *Safe Guide* (current edition) procedures for food preparation and storage, as well as all relevant government regulations, must be followed.

Babysitting/Childcare: There are potential legal liabilities associated with the running of day cares for children. Procedures outlined in the *Safe Guide* (current edition) along with any relevant government regulations pertaining to child care must be followed.

Adult Members are not allowed to fundraise for adult only trips. They are permitted to fundraise to benefit the girls.

As per Alberta Council motion of May 5, 2013:

THAT Alberta Council requires THAT all fundraising activities conducted by units or districts:

Must take place in a venue accessible to girl members;
Are consistent with GGC image and are held in venues THAT are consistent with the organization's image, and must ensure girl members are involved in the fundraising events.

Areas are to submit copies of their approved FR.1's to the Alberta Council office on a monthly basis or as soon as approved on any fundraising that will generate more than \$5,000 as profit.

All raffles, regardless of amounts involved, require a FR.1 approved by the Provincial Office with the license obtained by the Provincial Office Staff

All Fundraising must follow the process outlined in the document "FR.1 Process, Sept, 2015", found on the Alberta Council website.

GOVERNMENT GRANTS

All grant applications for provincially approved events and other Initiatives must be approved by the Alberta Council Executive Committee prior to forwarding applications to the appropriate Government body. (Mar 2011)

Government Grants

All grant applications are approved by the Area Council prior to being submitted to the Provincial Executive Committee for approval. The Committee will forward all documents to the Fund Development Coordinator for processing where required.

In addition:

All applications for government grants above the municipal level must be submitted through the provincial fund development coordinator.

- Federal grant applications are restricted to area and provincial councils.
- *On-line applications* are only allowed for grants at the area level and, as approved by Provincial Council (exception: AB CIP & CFEP grants must still go through fund development coordinator as original signatures still required)
- Electronic or hard copy of all non AB government applications, with attachments, must be submitted to the provincial fund development coordinator within 10 days of application

- It is incumbent on the area/provincial council to follow all approval and financial reporting processes and send a copy of all reports to the fund development co-ordinator.

The following must be included:

- FR.1, signed by Provincial Commissioner
- Grant application fully completed with original signatures of Provincial Commissioner.
- All necessary attachments as required
- Grant Summary sheet (AB.04) with applicant and Provincial Commissioner's original signature
- Copy of the minutes from Area Council and Provincial Council showing motion approving application

Fundraising Policy regarding FR.1 permission by parent council must be followed as well by Aurora Adventures Area; however they do not need to submit to their Territorial Government via the Alberta fund development co-ordinator. Rather, they will forward a copy of their grant application to the fund development co-ordinator for the purpose of being able to track the total grant support given to Guiding. They do require a FR.1 approved by their Area Council and forwarded to the Provincial Executive for their approval and the signature of the Provincial Commissioner prior to submission to the Government. **Government Grants**

If applying for a travel grant under the Alberta Government Community Initiatives Program (CIP) grant the current (2012) maximum request allowed is \$10,000, or \$ 1,000 per GGC member traveling up to \$10,000, whichever is less. If participants withdraw from the trip, any grant funds received for them must be returned to the Provincial Government.

A maximum amount of \$1,000 government grant that may be applied toward approved allowable expenditures per GGC member traveling, is allowed, provided that the minimum 10 per cent cost of the trip has been contributed by the individual. Any remaining grant money must be returned to the government funder. Refer to Governance Policy 01 19-01 for full details

Grants for travel **MUST** be applied for a minimum of 12-15 months prior to travel so monies will be received prior to the trip to meet the requirements for financial reporting as per GGC

policy. Governance Policy 01-19-01. *definition of “**applied for**” means received by the government

All travel related grants require a FR.1 approved by the Area Council and forwarded to Provincial Executive for their approval. The Provincial Commissioner or her designate will sign all grant applications.

Financial reporting for travel **MUST** be completed within 30 days of the trip completion and submitted to the area commissioner (per National Fund Development Policy).

Grant money received after completing the 30 day financials will have to be returned.

All government grant applications should be delivered to the provincial fund development co-ordinator at least three weeks prior to the grant application deadline to allow processing time.

The provincial fund development co-ordinator is available to assist with grant applications and should be contacted early in the process as some projects/grants may require additional time for approvals. For CIP grants for travel, it is expected that the applicant has done their research and has their application completed prior to sending.

Grant monies received may not be used for expenses paid prior to the date the grant application is received by the Government.