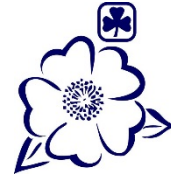


## FR.1 Process, Alberta Council

April 2017



- All FR.1's are forwarded to the Area Council with all required attachments (approved SG.8, updated budget with actual financial information and additional fundraising information if required) as per your area deadlines.
- Incomplete submissions are returned and will not be considered at that time.
- FR.1's will be reviewed by the designated approver
  - If approved, the FR.1 will be input into the appropriate FR.1 Tracker spreadsheet
  - If approved, the FR.1 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.
  - A copy of all approved FR.1s are sent to the Alberta Council office to [adminmanager@albertagirlguides.com](mailto:adminmanager@albertagirlguides.com) .
  - If the FR.1 is not approved, it is returned to the Contact Guider with a cc to the District Commissioner, with an explanation. Denied FR.1's are kept on file at the Area.
- The entity who is approved for a fundraiser is required to submit a Fundraising Event Summary to the Area Commissioner 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.
- Important things to note:
  - Fundraising events are generally approved for no further than six months away. If you have an ongoing event that will continue longer than six months, a new FR.1 will need to be submitted. Consult your Area Commissioner if you require a FR.1 approval outside the six months.
  - Specific dates are required on the FR.1 form, so as an example, if it is a monthly fundraiser you would put May 6, 2015, June 7, 2015, July 9, 2015 and August 15, 2015.
  - If the date of your fundraiser changes your Area Commissioner must be advised.

- If the math on the FR.1 form is incorrect the FR.1 is returned and not able to be considered until a corrected version is received.
- Copies of approved FR.1's MUST be kept with the financial records of the entity doing the fundraising (i.e. District Council should keep theirs in their financial binder, travelling units should keep them with their trip financials, etc.)
- If there are requests for fundraisers that require a higher approval authority (i.e. grants, raffles etc) they must be on their own FR.1.  
The complete package should be received by the Area Commissioner or designated approver no later than thirty days prior to the event, who will then forward to Alberta Council for consideration.

### **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 approval for casinos will not be granted to any level below that of area.)
- All Bingos
- All Raffles
- All 50/50 draws
- All door-to-door sales of products other than cookies
- **All donations** (including items for silent auctions, raffles, etc)

All FR1 approval requests to Alberta Council should be sent to [fr1approval@albertagirlguides.com](mailto:fr1approval@albertagirlguides.com)

