

## Alberta Council Frequently Asked Questions

### Alberta Council VS ANY Council

- Our official name is Alberta Council supporting Northwest Territories and Yukon. Simplified to ANY Council.

### Customer Care Centre ([info@girlguides.ca](mailto:info@girlguides.ca))

- All general questions
- Request for paper registration forms

### Member & Unit Support ([memberunitsupport@girlguides.ca](mailto:memberunitsupport@girlguides.ca))

- All iMIS questions
  - Removing/adding adult to roster
  - Why an adult member canceled/not active
  - First Aid Certificates
  - Swim & Boat tests

### Member & Non-Member Screening ([screening@girlguides.ca](mailto:screening@girlguides.ca))

- All screening is done by staff – send all forms and questions here
- PRC Renewals
  - An email is sent from National to let Members & Non-Members know their PRC's are expiring. If a member didn't receive an email, send an email to screening.
  - GGC cannot help with password resets - Must go through BackCheck for support by calling 1-877-455-6730 or email [support@mybackcheck.com](mailto:support@mybackcheck.com)

### Help finding Rental Space

- [Unit Space Support Request](#) (requires Member Zone log in)

### Alberta Council Properties and Equipment

- Units are welcome to book camp properties and the Alberta Guide House for events and unit camping. Members can choose from a variety of indoor and outdoor camp spaces, review property amenities and availability.

**Cookies** – Visit the link for more information regarding ANY Council Girl Guide Cookies.

#### **2023 Cookie Fee Breakdown - \$72/ Case**

\$38.50 – National & Dare

\$7.00 – ANY Council

\$0.75 – Membership Subsidies

\$25.75 - Area, District, Unit. Each Area sets a different breakdown, but Units are guaranteed a minimum of \$13.50/ case.

### Cookie Reminders:

- Cookies prices are \$6 per box or \$72 per case and cannot be discounted for any reason.
- Girls should be accompanied by an adult when going door-to-door.
- Public venues may only be booked by unit Guiders.
- More information on cookie sales can be found online: [Girl Guides Cookies FAQ](#) and on [MemberZone](#) for more Unit Guider resources.

## Do caregivers need to pay for cookies upfront?

- The short answer is NO. On page 4 of [Cookie Best Practices](#) you will find this answer -
  - You cannot require caregivers to pay for the cookies up front. Nor can you ask for a postdated cheque. Cookie sales are encouraged but there is no minimum that each member must sell. If caregivers choose to pre-pay for their cookies, that is permissible.

## Unified Banking

- To access your Unit's account, enter your unique User ID and Password by clicking on the blue button below. This would have been provided to you by the Unified Banking Staff.
- PCards – Each unit is permitted to have maximum of two PCards with a combined maximum monthly expenditure of \$300. These cards help to ensure Unit Guiders are not out of pocket for unit expenses.
- Visit the [MemberZone section on Unified Banking](#) to find more information on:
  - How to use your Unified Banking Account
  - Quick Tips
  - Forms
  - Year-end Reconciliation

## Where can I find information on training?

- Alberta Council Trainings information can be found [here](#)
- National Trainings Calendar can be found [here](#)
- New Guider Learning Path can be found on Memberzone [here](#)

## Helpful Resources

- [Glider Handbooks](#) –GGC has created a number of resources for the New or Experienced Guider, including Branch specific Guider Handbooks. These handbooks, along with numerous other tools to assist in your Guider journey can be found on the GGC Program Platform: <https://experience.girlguides.ca/node/1331>.

## Websites/Social Media

- [Alberta Council](#)
- [GGC ANY Council FB Page](#)
- [GGC ANY Council Instagram Page](#)
- [Girl Guides of Canada, Alberta Council Guider Group FB Page](#)
- [GGC MemberZone](#) (login required)
- [The Girl Guide Store](#)
- [Girls First Program Platform](#) (login required)
- [Unified Banking](#) (login required)

## Do I need any forms at my unit meetings?

- An SG.4 (Emergency Response Plan) is needed for unit meetings. If your unit is doing an activity on your meeting night away from your regular meeting place (field trip, different location, walk around the neighbourhood, etc.) you will need another SG.4.
- You should always have the girls H.1 (Personal Health Form and Permission to Pick Up Girl Members) at unit meetings (and any event you attend).

## What forms do I need for events?

- Forms needed for events may differ depending on what activities you will be doing. Please refer to the [Safe Guide Application Portal](#) or to [Safe Guide](#)

## Where do I find forms (health forms, Safe Guide forms, etc.)

- All Girl Guides of Canada forms can be found [here](#).

## Where do I find Safe Guide?

- Forms are to be submitted on the [portal](#). Remember - Yellow forms must be sent in a minimum of 14 days before start of event, and Red must be sent in a minimum of 21 days before start of event. **NO LATE FORMS WILL BE ACCEPTED.**

## What do I do with my forms after my event?

- All forms will be submitted on Memberzone: [SafeGuide Retention](#)
- Health forms can be returned to families or destroyed – do not keep

## Who signs my contracts or agreements?

- For Aurora Adventures Area, Edmonton Area, Peace River Area, Tamarac Area and Woodsmoke Area - [any-contractsnorth@girlguides.ca](mailto:any-contractsnorth@girlguides.ca).
- For Calgary Area, Chinook Area, Cypress Hills Area, Parkland Area and Prairie Rose Area - [any- contractssouth@girlguides.ca](mailto:any-contractssouth@girlguides.ca).
- Make sure you check [here](#) for all info related to contracts.

## Where do I find the program?

- Our program can be found on the [Girls First Platform](#)
- [How to sign up for the Girls First Platform](#)

## Can I do other program than Girls First?

- You can absolutely do program other than what is on the Girls First Platform. Each Council has challenges available for programming.

[Alberta Council Challenges](#)

[Manitoba Challenges](#)

[New Brunswick Challenges](#)

[BC Challenges](#)

[Ontario Challenges](#)

[Nova Scotia Challenges](#)

[Saskatchewan Challenges](#)

[Quebec Challenges](#)

[Newfoundland Challenges](#)

## What is Thinking Day?

- Each year on February 22, Girl Guides and Girl Scouts from around the world celebrate World Thinking Day. This special day is about friendship – it's your chance to celebrate being part of the global Guiding sisterhood! February 22 was chosen as it was the birthday of Scouting and Guiding founder Lord Robert Baden-Powell and of Lady Olave Baden-Powell, his wife and World Chief Guide.
- Find more information on World Thinking Day can be found on the [WAGGGS](#) website.

## Where can I find information on trainings?

- Alberta Council Trainings information can be found [here](#)
- National Trainings Calendar can be found [here](#)

## What pieces are recommended uniform pieces?

- The recommended uniform pieces are - GGC Long Sleeved Tunic or GGC Short Sleeved T-Shirt
- The badge sash and branch ties are optional and up to each family to decide if they want to purchase them.

## Is there some where I can hear songs before I teach them to my unit?

- [Let's Sing!](#) has lyrics, sheet music, and audio for many songs.

## Where do I buy program badges?

- Badges can be purchased from the [Girl Guide Store](#).

## Where do I find contact information for Alberta Council?

- Contact information can be found on the Alberta Council [Contact Us](#) page.

## ACRONYMS

**PRC** - Police Record Check

**WAGGGS** - World Association of Girl Guides and Girl Scouts

**GGC** - Girl Guides of Canada

**SG** - Safe Guide

**GF** - Girls First

**DC** - District Commissioner

**AC** - Area Commissioner

**RG** - Responsible Guider

**PCard** - Purchase Card

**IR1** - Image Release

**EFT** - Electronic Funds Transfer

**iMIS** - Integrated Membership Information System

**FR1** - Fundraising Form

**TEAM** - Training and Enrichment for Adult Members

**GUS** - Guaranteed Unit Share

- Guaranteed Unit Share is mandated by National at \$11.00/case of cookies. Alberta Council has also approved \$2.50/case for a total GUS of \$13.50/case of cookies.

**CWFF** - Canadian World Friendship Fund

- The Canadian World Friendship Fund is maintained through voluntary contributions from members and friends of Guiding, to help our members to experience Guiding internationally. It offers financial assistance to adult members who have been selected to accompany girls on nationally sponsored trips, to members attending international Guiding events as GGC representatives, and to girls and adults from other Guiding countries visiting Canada for special events.

## IMPORTANT RESOURCES

### [Guiding Essentials](#)

- Guiding Essentials is a key member resource that provides information about the operations and structure of Girl Guides of Canada. It covers topics such as membership, programs, awards and cookie sales. Guiding Essentials also includes a glossary of commonly used Guiding terms and acronyms

### [Brand Centre](#)

- Brand Centre is our go to spot for all GGC approved & branded logs, pictures, PR material.

### [Awards](#)

### [Pocket Pals](#)

### [Brand Standards & Spellings](#)

- This document was produced by Alberta Council and includes proper spellings for commonly used words and phrases (eg. Adviser, not Advisor).

### [Camping Cuisine Cookbook](#)

### [Do you do Dues?](#)

Discovery Badges – [Embers](#) & [Guides](#)

### [Safe Guide](#)