

## Alberta Council Frequently Asked Questions

1. Do I need any forms at my unit meetings?
  - a. 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.
  - b. 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).
  
2. What forms do I need for events?
  - a. Forms needed for events may differ depending on what activities you will be doing. It is always a good idea to check Safe Guide if you are unsure.
    - i. **SLEEPOVER**
      1. Send to Assessor
        - a. SG.1 (Activity Plan)
        - b. SG.3 (Activity Notification or Authorization)
        - c. SG.4 (Emergency Response Plan)
      2. Sent to parents
        - a. SG.1 (Activity Plan)
        - b. SG.2 (Parent/Guardian Permission)
    - ii. **CAMP**
      1. Send to Assessor
        - a. SG.1 (Activity Plan)
        - b. SG.3 (Activity Notification or Authorization)
        - c. SG.4 (Emergency Response Plan)
      2. Sent to parents
        - a. SG.1 (Activity Plan)
        - b. SG.2 (Parent/Guardian Permission)
    - iii. Depending on activity, you may also need the following forms –
      1. SG.5 (Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement)
      2. SG.6 (Adventure Camping/Tripping Plan)
      3. SG.7 (Third Party Service Provider Interview Checklist)
      4. WA.1 (Water Activity Plan)
  
3. Where do I find forms (health forms, Safe Guide forms, etc.)
  - a. All Girl Guides of Canada forms can be found [here](#).
  
4. Where do I find Safe Guide?
  - a. Forms are to be sent to [any-assessor@girlguides.ca](mailto:any-assessor@girlguides.ca). Remember - Yellow forms must be sent in 14 days before start of event, and Red must be sent in 21 days before start of event. **NO LATE FORMS WILL BE ACCEPTED.**



5. What do I do with my forms after my event?
  - a. Forms must be submitted for forms retention. Information on forms retention can be found [here](#).
  
6. Who signs my contracts?
  - a. For Aurora Adventures Area, Edmonton Area, Peace River Area, Tamarac Area and Woodsmoke Area - [any-contractsnorth@girlguides.ca](mailto:any-contractsnorth@girlguides.ca).
  - b. For Calgary Area, Chinook Area, Cypress Hills Area, Parkland Area and Prairie Rose Area - [any-contractssouth@girlguides.ca](mailto:any-contractssouth@girlguides.ca).
  - c. Make sure you check [here](#) for all info related to contracts.
  
7. Where do I find the program?
  - a. Our program can be found on the [Girls First Platform](#)
  - b. [How to sign up for the Girls First Platform](#)
  
8. Can I do other program than Girls First?
  - a. 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](#)

9. What is Thinking Day?
  - a. 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.
  - b. Find more information on World Thinking Day can be found on the [WAGGGS](#) website.
  
10. Where can I find information on trainings?
  - a. Alberta Council Trainings information can be found [here](#)
  - b. National Trainings Calendar can be found [here](#)
  
11. Do parents need to pay for cookies upfront?
  - a. The short answer is NO. On page 4 of [Cookie Best Practices](#) you will find this answer -
    - i. You cannot require parents 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 parent must sell. If parents choose to pre-pay for their cookies, that is permissible.
  
12. What pieces are recommended uniform pieces?
  - a. The recommended uniform pieces are - GGC Long Sleeved Tunic or GGC Short Sleeved T-Shirt
  - b. The badge sash and branch ties are optional and up to each family to decide if they want to purchase them.
  
13. Is there some where I can hear songs before I teach them to my unit?
  - a. BC Girl Guides [Let's Sing!](#) has lyrics, sheet music, and audio for many songs.



14. Where do I buy program badges?  
a. Badges can be purchased from the [Girl Guide Store](#).
15. Where do I find contact information for Alberta Council?  
a. 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 - [Brownies](#) & [Guides](#)

