

BC Council's Trip Guidelines

This information has been updated from the approved May 2019 BC Council Standards – changes reflect updates implemented since that date.

All trips must be planned and approved in accordance with Safe Guide.

All fundraising must be in accordance with the BC and GGC Fundraising Guidelines and have an approved FR.1.

The Responsible Guider and/or at least one of the accompanying Guiders of an International trip is required to attend a workshop held by member(s) of the Travel Support Team. Guiders of trips within Canada will be encouraged to attend a workshop specific to Travel within Canada.

Each trip will be registered in iMIS as a trip unit in accordance with the requirements outlined in Safe Guide, with the trip Guiders, participants and alternates registered with the unit being assigned to that unit. The name of each such unit will be assigned by the National staff and will be like "101st Europe 2028"

Trip finances are to be managed according to general financial management procedures for units outlined in Unified Banking Procedures. Groups must appoint a designated trip treasurer in accordance with GGC policies regarding unit treasurers. The trip treasurer should maintain financial records both on a participant-by-participant and consolidated basis using the BC Trip Financial Reconciliation form. All Guiders associated with a trip unit must complete a BC Financial Responsibility Form before trips are approved.

Area and/or District Support:

- Whether an Area and/or District can provide financial support for a trip, and, if so, how much support is available, is up to the individual Area based on its needs and financial circumstances. Trips should not assume that Area financial support will be available but should apply for support after the SG.8 has been approved, in accordance with the Area/District's established procedures.

Guiders' Travel Expenses and Trip Fees:

- As per the National Fundraising Guidelines, all girls and Guiders must pay a minimum of 10% of the full cost of the trip. A trip may fully or partially pay for Guiders' remaining trip fees and travel expenses or may require the Guiders to pay their own fees and expenses in full. The decision as to whether to fully or partially subsidize the Guiders' fees and expenses (in whole or in part) should be made by the group as a whole, including the trip participants' parents.

Fundraising Allocation:

There is a myriad of ways in which fundraising monies may be allocated. It is critical that, no matter which is chosen, the allocation system be fully understood and endorsed by the group (including the participants' parents) in advance of any fundraising.

Some possible fund allocation systems include the following:

- Dividing the fundraising proceeds equally between trip participants.
- Dividing the fundraising proceeds between trip participants based on hours worked or number of products sold, as applicable.
- Dividing the fundraising proceeds by the number of families involved.

- In determining how funds will be allocated, one important factor is determining whether funds will be credited to Guiders and parents, as well as girl participants.

Withdrawal of Trip Members:

If a trip member withdraws from the trip, the funds that are available for disbursement allocated to that withdrawing member that are available for disbursement (after expenses incurred on behalf of that participant) is to be disbursed as follows:

- Funds paid in by the member and her family (and not raised through trip fundraising efforts) should be repaid to the family;
- Funds allocated to the member but fundraised through trip fundraising efforts will remain with the trip for which it was raised.

Inclusion of Alternates:

- Alternate girls and Guiders must be included in all trip planning and fundraising opportunities from the outset to the same degree as if they were full participants.

If Alternates Travel:

- At the time the trip policies are being developed, it is important to determine how the expenses associated with travel by alternates will be covered, since these expenses often arise on short notice. If the expenses are initially covered using the trip contingency fund, the trip policies should set out the terms on which they will be repaid by the alternate or her family after the trip.

Contingency Fund:

Contingency funds may be sourced in a variety of ways, including the following:

- Area loan – some Areas have a policy of lending contingency funds to trips, but this is at the discretion of each Area, and not a right of the trip;
- Participant contribution – the recommendation is that each participant is to contribute funds for the contingency fee with the understanding of how the trip unit will pay back the excess funds following travel if not utilized.

