



GUIDELINES FOR FUNDRAISING APPROVALS FOR MANITOBA

An FR.1 is needed to request approval for any fundraising above and beyond the sale of Girl Guide cookies by your unit, district, and area. Any person or group applying for fundraising approval should first review the [Fundraising Procedures and Guidelines and the Governance Policy](#).

Planning for your fundraising

Please familiarize yourself with the following guidelines as you are planning what sort of fundraisers your groups will be doing:

- If you are travelling, ensure your SG.8 is approved – FR.1s will not be considered until SG.8 approval is given (details for submitting an SG.8 are outlined in the Guidelines for Items Needing Provincial Approval)
- In Manitoba units/groups can have one fundraising event per cause that includes a 50/50 and/or a silent auction but you must also have GGC cookies available for sale. Area annual events are excluded from the maximum but should have cookies available at all events. FR.1 applications must be accompanied by the proper licenses.
- Groups are limited to a maximum of 6 fundraisers in one Guiding year (September to August). Exceptions may be granted with the permission of the Provincial Commissioner.
- Fundraising must not occur from the date of cookie delivery through the following four weeks.
- Special notes for fundraiser involving food and/or food preparation (dinners, bake sales, teas):
 - If you are planning a fundraiser that will have any sort of food preparation you will be required to fill out either a [Temporary Food Service application](#) and/or a [Temporary Food Market Registration form](#). Note: depending on the nature of your fundraiser, you may need to submit both applications.
 - Only Manitoba Health can determine if you require a permit or not. Completed applications must be sent to the appropriate Manitoba Health Contact. [Check website](#) for contact information.
 - A copy of your approved permit OR documentation outlining that a permit is not required must be submitted with your FR.1 application.
 - For any approved event with food preparation, where food is being served or where food is being sold groups will need to provide a list of all ingredients and follow the guidelines for what can/cannot be prepared as per [Temporary Food Market Guidelines](#).
- You must check for any other permits that may be applicable to your event.

Submitting your fundraising approval request

- FR.1s need to be sent to [Elaine](#).
- Allow 3 weeks for the forms to be reviewed
- A copy of your approved SG.8 must accompany your first FR.1.
- Give a lot of detail about your planned fundraising activities – the more information you provide upfront the less time will need to be spent going back and forth for clarification.



- Ensure an up to date budget and all applicable permits are included with each FR.1 application, failure to provide these items will delay the review of your FR.1
- Do not include activities that are to begin within 8 weeks of your submission date or that are more than 6 months in the future.

When your fundraiser is approved

- Once a decision has been reached the Responsible Guider will be notified by the provincial office.

Following your fundraiser

- All fundraising must be followed up with a [Fundraising Report](#) which must be submitted within 30 days of the end of your fundraiser. Failure to submit a report may result in any future FR.1 approvals you seek being denied.