



GUIDELINES FOR ITEMS NEEDING PROVINCIAL APPROVAL

SG.8A & B – Intent to Travel

If you are planning to travel you need to fill in an SG.8A & B. Whether you are going on a trip within the province, to another province or an international trip, the SG.8A & B must be submitted a minimum of 18 months (two years is preferred) before your planned travel. SG.8A & B forms along with the budget and itinerary, need to be sent to mb-safeguideforms@girlguides.ca

- Allow 3 weeks for the forms to be reviewed.
- Once a decision has been reached the Responsible Guider will be notified by someone from the Safe Guide review team.
- Be aware of the tracking number you are issued when your Safe Guide forms are received, Safe Guide staff will refer to that number when they are discussing your forms with you.
- Once your SG.8 is approved you will receive an organization trip name that should be used on any official documents that you submit. You will also receive steps on how to open a Trip Unit account with Unified Banking as well as requirements for the trip Treasurer and P-card holder to complete. You can now submit an FR.1 if you will be doing additional fundraising.

FR.1 – Application for Fundraising Approval

We have taken this section out of this document and created a new set of Fundraising Approval Guidelines for Manitoba. Please check the [provincial website](#) for this document.

Crests and Event Merchandise

All crests and event merchandise requires provincial approval. Anyone submitting a crest or merchandise must consult the [Event Merchandise Guidelines](#). Crests and event merchandise approval requests need to be sent to [Monika](#).

- Allow 3 weeks for the crest and/or event merchandise to be reviewed.
- A proof of the crest or event merchandise should be submitted; if this is not available a sketch is acceptable.
- Once a decision is made the submitter will be notified by the provincial office.