Member and Unit Support Fund

The NB Council Member and Unit Support Fund is here to help ensure that financial barriers don't stand in the way of meaningful Guiding experiences. This fund provides financial assistance to individual members, Units and Districts to help cover specific costs related to growth, development, and participation in events and activities.

Our goal is to support members and Units in achieving their goals—whether that's launching a new program, attending a special event, or ensuring every girl can participate fully—regardless of financial circumstances.

How the Fund Supports Units

The Unit Support Fund is designed to complement the revenue generated through cookie sales, which remains the primary source of income for Units. As part of the Reset initiative, cookie allocations were reviewed, and the amount of revenue per case returned to Units has increased to $18.00.

By offering targeted financial support, we aim to ensure that every Unit—no matter its size, location, or resources—can offer high-quality programming and enriching experiences for girls.

The MUS Fund works with a unit's solid financial planning and budgeting.

Things to Consider Before Applying

Unit Finances: If unit finances are healthy, is there an opportunity for the unit to subsidize the event or activity.

If you are applying for a Unit Event subsidy, please provide a budget for the year showing that you have taken the financial cost of the event into consideration when planning the guiding year, which includes ordering cookies.

Start thinking about your year in September. The fall cookie order will be finalized, and you should have your girl numbers. Parent portion of event fees, spring cookies, fundraisers, and dues are all sources of income to take into consideration when making a budget.

How to Apply

Units and individual members will be able to submit requests through a standardized online form available on Member Zone. Currently, your request should be sent to NB-fundadmin@girlguides.ca.

If a need is urgent, please include URGENT in the subject line; we will do our best to review it with priority.

<u>IMPORTANT NOTE</u> - If all the required information is not provided within your original request, you will be notified by email of what has not been submitted. This will mean that your request has not been fully reviewed, and you will need to submit a new request.

What We Look For (Approval Criteria)

To ensure fairness and alignment with our mission, applications will be assessed based on:

- For Units only demonstrated financial need (e.g., review of Unified Banking balances, cookie orders) Alignment with GGC programming (e.g., girl engagement, leadership, community service)
- Responsible budgeting (evidence of thoughtful planning and use of cookie revenue)
- Planning for additional fundraising if required following our FR.1 processes

What Makes a Request Successful

Strong applications typically include:

- A **c**lear and compelling explanation of the need
- Identify if you have asked parents to pay a fee for the event
- A realistic and balanced budget that includes cookie revenue
- Evidence of efforts to maximize cookie sales and manage expenses
- Activities that directly benefit girls and enhance their Guiding experience
- Consideration of the scope of impact for girl members

<u>Not covered by the MUS Fund:</u>

- Covering or correcting **unit deficits**
- Offsetting the general cost of **unit-run events**
- Purchases for equipment

<u>Any questions regarding this information or how to submit a request, should be sent to the mailbox prior to submitting your request.</u>

Funding Requests

Unit Meeting Space (including honorariums)
Requestor: Unit guiders or District council members on behalf of unit
Required Information or Documentation for Rental Spaces: • Contract – If a contract is required it must be approved prior to submission of this subsidy. Please send to NB-contracts@girlguides.ca • Invoice (not a statement of account) • Unit Name, Unit Imis #, Requestor's name **Honorariums:** • Should not exceed $100 - $250 per donation and should be based on previous amounts given in prior years • Unit Name, Unit Imis #, Requestor's name • Church Name, mailing address, phone number, church contact or secretary • Letter or donation receipt from the church
Important Notes: Payments can be made directly to rental/church with approved documents or re-imbursed to unit by transfer if the unit chooses to pay themselves. Acceptable rental threshold is $25-$30 per night. If the amount per night is above this amount, you may be asked for a list of other meeting spaces viewed, and if you asked for assistance, either local or from National. These requests would be reviewed on a case-by-case need. Honorarium amounts should be discussed with all members of the unit prior to payment.

New Unit Subsidy

Requestor:
Unit guiders of new unit or District council members on behalf of unit

Required Information or Documentation for New Unit Subsidy:

- Unit Name, Unit Imis #, Requestor's name, Unified Banking account # (must be open)
- Copy of most current Unit Roster

Important Notes:

Credit would be transferred to Subsidies under Revenue in UB account.

Subsidies are based on girl numbers as follows:

1-10 girls	$200
11-20 girls	$400
21+ girls	$500 (maximum)

If you reach the next level of membership before May 31st of the current guiding year, you can reapply for the next level support and we will top your amount up to the next level.

Example: 10 girls on September 1, 2025, 15 girls on April 15, 2026. Original subsidy of $200 would be topped up to $400. A second transfer of $200 would be sent to the account.

**If a unit is reopening within 2 years, the unit can access the UB account at the maximums above or on a case by case basis upon request and review.*

Travel Subsidy (Travel Support Fund)

Requestor: Trip Guider travelling with an approved trip group
(This is not open to parents to directly apply.)

Required Information or Documentation for Travel Support Individual traveler:

- Trip Unit Name
- Trip Unit iMIS number
- Trip UB account number
- Member Name
- Trip budget
- FR.1s
- Amount requested
- Safe Guide Paperwork
- Letter or email from guider or parent outlining need for subsidy

Required Information or Documentation for Travel Support Travel Group:

- Trip Unit Name
- Trip Unit iMIS number
- Trip UB account number
- Trip Roster
- Trip budget
- FR.1s
- Safe Guide Paperwork
- Amount requested, what it will pay for
- Reason why amount cannot be fundraised

Important Notes:

Individual request reviewed on case-by-case basis, outside cookie requirements and 10% individual contribution.

Full unit requests will be considered for between $100-$150 per member maximum outside of cookie requirements and 10% individual contribution.

Trip units cannot submit requests until 60 days before trip and full financial reporting will be required.

Payments will be made by transfer to trip units.

Subsidy not available to non-trip units, travel under 48 hours or travel to events etc.

Campership (Individual Girl Members)

Requestor: Unit Guider on behalf of girl member

Required Information or Documentation for Girl Member:

- Unit Name
- Unit iMIS number
- UB account number
- Girl Member Name
- Girl Member iMIS number
- Camp budget (for units)
- Approved Safe Guide paperwork

Important Notes:

Girl Unit Camps/Events: Safe Guide paperwork must be submitted and approved prior to submitting a request. If it is reasonable that the unit can cover the parent portion of the payment based on the balance in the UB account, the request should not be made.

Girl District Camps/Events: Safe Guide paperwork must be submitted and approved prior to submitting a request. Confirmation of registration should be provided.

Girl Provincial Camps/Events: Safe Guide paperwork must be submitted and approved prior to submitting a request. Confirmation of registration should be provided.

Camp forms (Safe Guide, Event Budget, and Unit Budget) may be required for review.

Individual request reviewed on case-by-case review.

First Aid Training

Requestor: Individual Unit Guider, District Adult Experience Advisor for groups

Required Information or Documentation for Individual Unit Guider and District groups:

- Unit Name
- Unit iMIS number
- Member Name
- Member iMIS number
- Invoice
- Completion Certificate should be submitted to Member Unit Support for update

Important Notes:

Must be an NB PEI Council approved facilitator course.

2 full time guiders per unit will have their First Aid covered. If a guider is in multiple units and has valid First Aid, they will be considered as 1 of the 2 guiders for each unit they are registered in under IMIS.

If First Aid training is expiring, the expiration date must fall **before** the end of the current guiding year of August 31st.

Individual guiders should submit directly to the NB Fund Admin mailbox after submitting their certificate for update.

Group Trainings, where multiple members of a district have received training, will need to have IMIS updated for the individuals prior to having the First Aid invoice paid. Province will pay the full invoice but the First Aid cost for any individuals that are not eligible for training, will be transferred back to district.

Encourage Guiders to set up EFT to facilitate prompt payment.

Adult Uniform Subsidy (must be a full member)

Requestor: Unit Guider or Unit Treasurer (if paid by unit)

Required Information or Documentation for Adult Member:

- Unit Name
- Unit iMIS number
- Member Name
- Member iMIS number
- Invoice that clearly shows guider name, date of purchase, breakdown of costs, and purchased item(s)
- Member Start date

Important Notes:

One-time subsidy per adult is up to a maximum of $45. This includes 1 uniform shirt, applicable shipping and handling plus taxes. If the shirt is part of a bigger order, S/H will be refunded by ratio to full sub-total.

Start date for guider must be between May 1, 2026, to August 31, 2027. Adult uniforms should be purchased in your first guiding year, September to August, and submitted for payment. Part-time guiders and non-member volunteers are not eligible.

Event Subsidy for Units (for unit event or district event)
Travel Subsidy (Provincial Events- groups)

Requestor: Unit Treasurer or Unit Guider

Required Information for Unit Event Support:

- Unit Name
- Unit iMIS number
- Unit budget
- Date and location of event
- Description of Event
- Anticipated number of youth and adults attending from unit (names and IMIS #)
- Cost per girl and adult member
- Amount requested
- Approved Safe Guide Forms

Required Information for Travel Subsidy for non-travel units (Provincial Events):

- Unit Name
- Unit iMIS number
- Unit budget
- Date and location of event
- Anticipated number of youth and adults travelling
- Amount requested
- Subsidy, if any, provided by district or any other support provided; should be noted on budget

Important Notes:

<u>Intended for Unit Events or Units attending District Events.</u>

Unit budgets should provide details on planning of event, cookies sold, fundraisers, personal/parental contribution. Event should be net-zero.

FR.1's should be provided if fundraising for event was held.

Travel Subsidy is intended for provincial events such as All Systems's Go or Provincial Camps.

Travel Subsidy not intended for unit or district events.

Final Thoughts

We encourage all Units to plan their cookie sales with this support in mind. The Unit Support Fund is here to help fill the gaps—so that every girl can participate, grow, and thrive in Guiding. Applications for support are not guaranteed. When your application has been reviewed, you will receive notifications from the NB Fund Administrator.

If you have questions or need help with your application, please don't hesitate to reach out. We're here to support you every step of the way, you can email us at:

nb-fundadmin@girlguides.ca