

## NB/PEI Financial Alignment 2025-2026

Sept 2019, Revised April 2021, September 2022, October 2023, November 2024

2025 Financial Alignment NB PEI Council				
<b>Awards</b>	<b>Province</b>	<b>Area</b>	<b>District</b>	<b>Units</b>
Beaver	Y			
Gold Maple Leaf	Y			
Honorary Life	Y			
Chickadee	Y			
Fortitude	Y			
Valour	Y			
Guider Area Awards		Y		
Canada Cord		Y		
Lady Baden Powell		Y		
Trailblazer		Y		
Unit Guider Awards		Y		
Merit Awards		Y		
Gold Thanks (paid for at level where it is being nominated)		Y	Y	Y
Team Award (paid for at level where it is being nominated)		Y	Y	Y
Award Ceremonies (adults/youth)		Y		
Guider Enrollment Pins			Y	Y
Guider Branch Pins			Y	Y
<b>Member Registration*</b>	<b>Province</b>	<b>Area</b>	<b>District</b>	<b>Units</b>
Adult Members (please see clarification for Member at Large, Trefoil and Link members)		Y		
<b>Area Training</b>	<b>Province</b>	<b>Area</b>	<b>District</b>	<b>Units</b>
Mileage (.55/km) paid for travel over 80kms roundtrip		Y		
<b>Area Training</b>	<b>Province</b>	<b>Area</b>	<b>District</b>	<b>Units</b>
Meals (breakfast \$15, lunch \$20, supper \$40) will be paid if travel is longer than 3 hours		Y		
Trainer Mileage if facilitating (.55/km)	Y			
Trainer Meals if facilitation (breakfast \$15, lunch \$20, supper \$40) will be paid if travel is longer than 3 hours	Y			

2025 Financial Alignment NB PEI Council				
<b>Provincial Training Workshop</b>	<b>Province</b>	<b>Area</b>	<b>District</b>	<b>Units</b>
Registration			Y	
Mileage (.55/km) paid for travel over 80kms roundtrip		Y		
Meals (breakfast \$15, lunch \$20, supper \$40) will be paid if travel is longer than 3 hours		Y		
Accommodations (min. 2/room)		Y		
<b>Specialized Training (including wilderness first aid, kayak, etc)</b>	<b>Province</b>	<b>Area</b>	<b>District</b>	<b>Units</b>
Up to 1/3 of cost after subsidy		Y		
First Aid Training cost		33%	33%	33%
<b>Meeting Rentals</b>	<b>Province</b>	<b>Area</b>	<b>District</b>	<b>Units</b>
Area Meetings		Y		
Area Events		Y		
Area Banquets		Y		
District Meetings			Y	
District Events			Y	
Unit Meeting Space			Y	
<b>Miscellaneous Items</b>	<b>Province</b>	<b>Area</b>	<b>District</b>	<b>Units</b>
Guider Name Tags			Y	
Program Supplies				Y
Badges				Y
Girl Pins				Y

**Notes:**

- The revenue and expense breakdown will be reviewed each year and adjustments made as required based upon consensus of the Area Commissioners.
- Financial Alignment recommendations were developed in conjunction with Area Commissioners with feedback from Area Councils and Treasurers.
- Motions will be approved to accept the Financial Alignment recommendations at both the Provincial Council and Area Council meetings.

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**Provincial Financial Obligations:**

## **Provincial Property Expenses**

### **Provincial Administration Costs**

- Marketing and PR
  - I tried Girl Guides
  - Stuffy Sleepover
  - Shine your Guiding Light
  - Rally
- Member Growth
- Girl Recruitment
- Member Risk
- Scholarship

### **Guider Support and Recognition:**

- Volunteer Appreciation
- Year-end thank you
- Member Services (support)
  - Financial Support to Areas
  - Financial Support to Districts
- 2025-26 Cookie Crest and receiver thank you
- Provincial Guider Conference
- Training, including bridge fees for PEI attendees (carpooling strongly encouraged)
  - Camper Trainer
  - Blueprint
  - Specialized Outdoor Training

### **Girl Program:**

- 2025-2026 Revision of Camp Skills program including crests
- 2025-2026 Urban Camp
- Girl Recognition Events
- Girl Feedback
- Youth Forum

### **Awards:**

Province will pay for the following awards:

- Beaver Award
  - Gold Maple Leaf Award
  - Honorary Life Award
  - Fortitude Award
  - Valour Award
  - Chickadee Award
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## Area Financial Obligations:

### Area Administration costs

### Area property expenses

### Guider Support:

- Areas will pay for all eLearning Fees required for Members taking required training.
- Areas will supply new Guiders with uniform support – up to \$35

### Awards:

- Area is responsible for the cost of:
  - Guider Area Awards
  - Canada Cord
  - Lady Baden Powell Award
  - Trailblazer Award
  - Unit Guider Awards (bronze, silver, gold)
  - Merit Awards (bronze, silver, gold)
  - Gold Thanks Awards
  - Team Awards
- Note: new guider pins are awarded Nationally and are sent directly to the Guider

### Guider Registrations:

- Areas will be billed for all Adult Members. Districts must closely maintain rosters to ensure that they are accurate and up to date.
- Members at Large must pay for their own registration.
- Link and Trefoil memberships can be paid at the discretion of and Area if a person is contributing to the Area or a specific Unit.
- Trefoil members must pay the National portion of their registration, in 2024 this is \$80. The provincial portion of the fee is waived.

### Area Trainings:

- Areas are responsible for paying the expenses of trainers for all Area Training sessions.
- Mileage:
  - will be paid at a rate of 0.55/km for travel over 80kms round trip, with carpooling being strongly encouraged.
  - Mileage forms will be created for each event and shared with the event organizer to be cascaded to eligible attendees. There will be a closing date for processing.
  - Guiders are encouraged to set up [Direct Deposit](#) to avoid delays in payment
  - Cheques under \$250 are only issued once per quarter
- Meals:

- If a trainer must travel a long distance (over 3 hours) or if a trainer is spending longer than 3 hours providing a training session, she may purchase a meal at the following guidelines:
    - Breakfast: \$15
    - Lunch: \$20
    - Dinner: \$40
  - Expense forms will be created for each event and shared with the event organizer to be cascaded to eligible attendees. There will be a closing date for processing.
  - Guiders are encouraged to set up [Direct Deposit](#) to avoid delays in payment
  - Cheques under \$250 are only issued once per quarter
- Areas will pay for mileage for Guiders attending Area Training events.
  - Mileage:
    - Will be paid at a the rate of 0.55/km for travel over 80kms round trip, with carpooling being strongly encouraged.
    - Mileage forms will be created for each event and shared with the event organizer to be cascaded to eligible attendees. There will be a closing date for processing.
    - Guiders are encouraged to set up [Direct Deposit](#) to avoid delays in payment
    - Cheques under \$250 are only issued once per quarter
  - Meals:
    - If a Guider must travel a long distance (over 3 hours) , she may purchase a meal at the following guidelines:
      - Breakfast: \$15
      - Lunch: \$20
      - Dinner: \$40
    - Expense forms will be created for each event and shared with the event organizer to be cascaded to eligible attendees. There will be a closing date for processing.
    - Guiders are encouraged to set up [Direct Deposit](#) to avoid delays in payment
    - Cheques under \$250 are only issued once per quarter

### **Provincial Training Workshop(s):**

**To be held once in the Guiding Year. The format of this event will include Friday evening training session, Friday evening social, full day Saturday sessions. 1 night's accommodation will be required. Provincial Council members will be required to stay 2 nights to attend an in-person Council Meeting.**

### Area Expenses

- Accommodation for members with a minimum of 2 people per room.
- Mileage:

- Will be paid at the rate of 0.55/km for travel over 80kms round trip, with carpooling being strongly encouraged.
  - Mileage forms will be created for each event and shared with the event organizer to be cascaded to eligible attendees. There will be a closing date for processing.
  - Guiders are encouraged to set up [Direct Deposit](#) to avoid delays in payment
  - Cheques under \$250 are only issued once per quarter
- Meals:
    - If a Guider must travel a long distance (over 3 hours), she may purchase a meal at the following guidelines:
      - Breakfast: \$15
      - Lunch: \$20
      - Dinner: \$40
    - Expense forms will be created for each event and shared with the event organizer to be cascaded to eligible attendees. There will be a closing date for processing.
    - Guiders are encouraged to set up [Direct Deposit](#) to avoid delays in payment
    - Cheques under \$250 are only issued once per quarter
    - Non-Unit purchase cards may be used to cover eligible travel meals.
- Provincial Trainers who are providing sessions at the PTW will have their accommodations, meals and mileage paid for from the Provincial Training budget. If trainers are attending PTW as attendees only, then cost of accommodations, mileage are paid for by Area

### Specialized Training:

- Wilderness First Aid: interested Guiders must inquire with their Area Commissioner and the Provincial Camping Adviser
  - The area will decide on support on a case-by-case basis, based on the use/benefit matrix of attending the event. Areas can support a maximum of 1/3 of the cost of the training after any support from the Specialized Training Fund. All interested members must seek financial support from the Specialized Training fund prior to seeking support from the Area. **An example of the cost breakdown: WFA training costs \$280, Guider applies to the Specialized Training fund and receives \$100. Area could choose to pay 1/3 of the remaining \$180 = \$60 and the Guider must pay the remaining cost.**
  - Providers for this training should be as close to the participant as possible.

### Meeting Rentals and Expenses:

- Areas are responsible for paying for meeting rentals for:
  - Area Meetings
  - Area Events
  - Area Banquets
- Areas are also responsible for all costs associated with Area events and Area Banquets

### Surplus:

Areas with significant surplus (more than 18 months operating costs) may be asked by the Provincial Council to support Provincial initiatives with consultation.

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### District Financial Obligations:

#### District Administration Costs:

- Including name tags for Guiders

#### Member Pins:

- Including:
  - Service Pins for Guiders
  - Note National sends out 50 years and over

#### Meeting Rentals and Expenses:

- Districts are responsible to pay for meeting rentals for:
  - District Meetings
  - District Events

- Districts are also responsible for all costs associated with District events and District Banquets
- Units requiring meeting space rentals must work with their District to obtain support.

**Training / Awards Events:**

- Districts are responsible for paying:
  - Participants registration fees for Provincial Training Weekend: not including any event merchandise.

**Trips:**

- Districts with available excess funds, over and above 18 months operating costs, may decide to support girls who are selected for National or International travel above and beyond the support that is provided through cookies.

**Surplus:**

Districts with significant surplus (more than 18 months operating costs) may be asked by Provincial Council to support Provincial initiatives with consultation.

**Unit Financial Obligations**

- Unit program expenses
  - Program supplies
  - Unit badges
  - Pins etc.
- Excess Funds (more than 1 years' operating costs, can be obtained from UB)
  - Units with excess funds are required to complete a surplus plan to the Provincial Commissioner and Provincial Treasurer each year. [Unit Surplus Plan](#)

**Shared Expenses**

First Aid

- Will be split in the following way:
  - 1/3 Unit, 1/3 District, 1/3 Area for Girl Guide renewal periods only (every 3 years).

**Registration Fee Breakdown:**

National	\$80
Province	\$55
Total Fee	\$135



### Cookie Revenue Breakdown (by case):

Cost of Cookies to Dare	\$21.75
National (incl. shipping/handling)	\$16.75
Province	\$5.55
Area	\$8.95
Districts	\$4.00
Units	\$15.00
	\$72.00

### Trip Fundraising Guidelines:

Breakdown	Source
10% of total trip cost	Individual contribution
At least 25% of total fundraising	Girl Guide Cookie Sales

### Travel Groups Financial Support 2025

Nationally Selected Trips	
Girls	Province will support up to 1/3 of total trip cost to a maximum of \$1,500/girl <i>Find breakdown of how many / girl and guider</i>
Guiders	Supported 100% by National for Nationally Sponsored Trips
Both	Each participant provided 5 Provincial Crests and an International Scarf if needed paid for by Province
Cookies	Due to the tight timelines between selection and travel, a girl going on a nationally sponsored trip is not required to meet the 25% minimum. However, they are encouraged to sell cookies if there are some made available to her. (Each provincial council can decide if they wish to exempt girls for provincially sponsored trips)
Eligibility: members are eligible to participate once as a girl and once as a Guider on one domestic and one international Nationally Sponsored Trip	
Provincially Sponsored Trips	
Girls	Province will support up to 1/3 of total trip cost to a maximum of \$1,500/girl Area will support up to 1/3 of total after Provincial Contribution
Guiders	Supported provincially, up to 100% of the total cost of the trip paid for by Province
	Each participant provided 5 Provincial Crests and an International Scarf if needed
Cookies: Provincially Sponsored Trips \$25 / case: \$15 from Unit profit, \$6 from Area profit, \$4 from District Profit	

Eligibility: members are eligible to participate once as a girl and once as a Guider on one domestic and one international Provincially Sponsored Trip

### Independent Trips

No provincial support for independent trips/travel

Each participant provided 5 Provincial Crests paid for by Province

Cookies: Provincially Sponsored Trips \$25 / case: \$15 from Unit profit, \$6 from Area profit, \$4 from District Profit

Districts / Areas with operating surplus can consider supporting independent trips.  
Consideration will be given after a presentation to the District/Area outlining their request.