



Girl Guides of Canada, Nova Scotia Council PROVINCIAL EVENT REFUND PROCEDURE

Purpose of Procedures

Girls and Adult Members are frequently required to pay a fee to participate in different kinds of activities, including such events as camps, conferences, etc. On occasion, due to medical, compassionate, or other personal reasons, a Member may find it necessary to withdraw her application to attend such an event and request a refund of the fee that she has paid. In recognition that there needs to be clear procedures to handle such requests on a consistent, equitable, and transparent basis, the Nova Scotia Provincial Council has developed the following procedures which will clarify when and under what circumstances a refund of a paid fee will be considered and approved.

General Application

While these procedures are developed for application to provincially sponsored events, they may also apply to their Community Lead Volunteer or Area Council, District Council and Unit sponsored events, with adaptation as appropriate and as approved by the parent council.

Procedures

1. The organizing committee for the camp, conference or other event must specify a final payment deadline date, and publish this date in all materials distributed to Guiders, Girls or caregivers.
2. In circumstances such as illness, bereavement, or any other serious extenuating circumstances where the organizing committee may receive a request for a refund, the committee will consider the request and make an appropriate decision.
3. A request for a refund of fees will be granted to those who apply before the deadline date.
4. Any request for a refund after the final payment deadline date has passed, will be forwarded by the event organizing committee, with a recommendation, to the Provincial Finance Committee.
5. The decision of the Provincial Finance Committee is final.