

**THIRD PARTY RELATIONSHIP INQUIRY PROCESS
Nova Scotia**

External companies/organizations who approach GGC Nova Scotia Council, to explore and or establish a relationship with GGC NS, will be assessed in the following manner.

Initial contract / approach will be directed to the Office Manager who will then direct to the appropriate Council Member.

Provincial Office Process

Office Manager
<p>What is the nature of the request? Office Manager reviews the request and forwards as appropriate with a cc to the Provincial Commissioner & Risk & Compliance Management Adviser.</p>
<p>External: DPC Partnerships, Strategic Planning & Change Mgmt</p>
<p>Working with the Provincial Commissioner, the DPC Partnerships, Strategic Planning & Change Mgmt evaluates the request based on the following:</p> <ul style="list-style-type: none"> • What: <ul style="list-style-type: none"> ○ Determine the nature of the request. <ul style="list-style-type: none"> ▪ What are the objectives? ▪ Who is the target audience? ▪ What are the expectations of GGC? ▪ What is the financial cost to NS Council /to Members? ▪ What are the non monetary resources needed- leaders / supplies / etc? ▪ What are the long term implications? • Who: <ul style="list-style-type: none"> ○ Investigate the Organization / Group that is making the request. <ul style="list-style-type: none"> ▪ Reference checks for the organization. ▪ What other affiliations have they worked with? • Where <ul style="list-style-type: none"> ○ Is this Provincial wide or region / Area specific? <ul style="list-style-type: none"> ▪ Are there geographic limitations? • When <ul style="list-style-type: none"> ○ What is the expectation for acceptance or delivery? <ul style="list-style-type: none"> ▪ Is this a one-time event or series? ▪ What is the timeline of this request? ▪ Is there a deadline for acceptance? • Why: <ul style="list-style-type: none"> ○ Should GGC enter into this relationship? <ul style="list-style-type: none"> ▪ What are the benefits to GGC? ▪ What is the PR value for GGC? ▪ What are risks associated? • How <ul style="list-style-type: none"> ○ How will this be administered within GGC? <ul style="list-style-type: none"> ▪ Are there Safe Guide implications? ▪ Crest or challenge for the girls? ○ How will this be evaluated?

Once the above is completed, the following is determined:

• **Does this relationship align with the GGC – Mission & Vision?**

Based on the above, does entering into the relationship maintain the integrity of the GGC Mission & Vision?

Yes	<ul style="list-style-type: none">• Advises Provincial Commissioner of interest to proceed.• Memorandum of Understanding (MOU) is prepared and includes:<ul style="list-style-type: none">○ Overview of relationship○ Start and end date of relationship / program○ Date agreement is signed○ Contact(s) for the Organization and GGC○ Annual review / follow up practices• Internal GGC processes<ul style="list-style-type: none">○ MOU reviewed by Risk & Compliance Management Adviser○ MOU signed by Provincial Commissioner○ Determines GGC representative / operational contact○ Verifies media / collateral adheres to GGC Visual Identity Standards○ Crest / patch design approval, if applicable○ Administration of crest / patch distribution, if applicable
No	<ul style="list-style-type: none">• Thank and advise the party that GGC will not be proceeding with the relationship.• Advises Provincial Commissioner of decision