

**NATIONALLY SPONSORED TRIPS – FINANCIAL MANAGEMENT PROCESS
Nova Scotia**

Each year girl members from across Canada are selected to participate in Nationally Sponsored Trips to either international or domestic destinations.

There are specific National and Provincial Guidelines related to Fundraising for these trips that must be followed. There needs to be Provincial processes to manage the funds raised and collected in the name of Girl Guides. The following outlines the communications and financial management processes that must be followed.

Girl Guides of Canada – National Office

- Notifies the participant and the Provincial International Adviser of the participants selected
- Bills the province directly for all trip associated costs

Provincial International Adviser (PIA)

- Informs the Area Commissioners and Area Treasurers of the participants selected from their area for Nationally sponsored trips.
- Informs each participant of the Provincial support that they will receive from Nova Scotia Provincial Council.
- Informs each participant that they are personally responsible for 10% of the total cost of the trip and that the 10% cannot be fundraised and must be paid 30 days prior to the departure date.
- Informs the Area Treasurers and Area Commissioners of the financial cost and provincial support for each participant from their area.
- Forward a summary of the National & Provincial fundraising guidelines to each participant.
- Forward a copy of the Financial Management Spreadsheet to each participant.
- Informs the participants that their spreadsheets must be returned along with all receipts within 30 days of their return date to International Adviser c/o the Provincial Office.
- Advises the AT to forward all funds deposited on the participant's behalf to Provincial office,attn: International Adviser.
- Reviews Participant Management Spreadsheet and receipts, as submitted, advising of any concerns or issues.
- Request Accounting Administrator to invoice participants for any outstanding costs associated with the trip.

Area Commissioner (AC) & Area Treasurer (AT)

- The AT will be expected to deposit and track funds received on behalf of each participant from their area.
- AC and AT will establish and communicate the processes to be followed to track fundraising activities by each participant in their area. FR.1 is not required and should not be used.
- When requested, by International Adviser, the AT will forward all funds deposited on the participant's behalf to the Provincial Office, attn: International Adviser.
- Any fundraised money beyond the amount required to settle each participant's bill will be retained by the Area to be used to support future girl travel. Such excess funds must be tracked separately from Area operating funds.

Participant

- Determines the amount of fundraising that will be necessary beyond her 10% personal contribution.
- Arrange for her 10% contribution to be forwarded to her Area Treasurer at least 30 days prior to her trip departure date.
- Informs her AC and AT as to how she plans to fundraise using the process established by the AC & AT.
- Maintains their own Financial Management Spreadsheet retaining all receipts.
- Forwards her Financial Management Spreadsheet and receipts within 30 days of her return date to International Adviser c/o Provincial Office.
- Arranges for payment of any outstanding fees upon receipt of an invoice from Girl Guides of Nova Scotia.
- Acknowledge in writing all donations received from guiding and non-guiding supporters within 30 days of her return date.

Accounting Administrator

- Invoices the participant for any outstanding funds as notified by the PIA, with a cc to Finance.
- Advise the PIA and Finance when funds have been received.