Please fill out and send in the below form to order HRCMC crests. There are 3 options for receiving your crests

 1 - Pick up can be arranged with the treasurer at her home address - located in Eastern Passage NS.

 2 - Canada Post shipping with NO tracking - pricing listed below (year bar only orders can select the 1-5 crests option)

 3 - Canada Post shipping with tracking - Pricing will be based on your order and can be arranged through the treasurer.

 **Please e-mail this form and your Unified Banking Transaction (TX) # to the appropriate Camp Treasurer.**

**(if you need any assistance, please contact us at the e-mails below).**

| **Item** | **Number Needed** | **Cost** | **Total due** |
| --- | --- | --- | --- |
| Ka’nada Crest |  | $3.00 |  |
| Lewis Lake Crest |  | $3.00 |  |
| Year Bar |  | $1.50 |  |
| Shipping Costs |  |  |  |
| 1-5 Crests |  | $1 |  |
| 5-15 Crests |  | $2.50 |  |
| 15-30 Crests |  | $3.50 |  |
| Over 30  |  | contact treasurer for amount |  |
| Total Due  |  |  |  |
|  |  | Unified Banking Transaction # |  |

**Shipping Information:**

Shipping address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIFIED BANKING PAYMENT PROCESS**

* Add the GL Code to the Comments section of your on-line transfer form.

| **Camp Property** | **General Ledger (GL) Code** |
| --- | --- |
| Camp Lewis Lake | CAMP REVENUE – 04360-03-2302-03426 |
| Camp Kana’da | CAMP REVENUE – 04360-03-2302-03427 |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

* Your **Camp Crest form** should be attached to the Transfer request as your receipt.
* The **Camp Crest form** is then emailed to the Camp Treasurer.
* In the e-mail, please include your **Unified banking TX # (transaction number)** for the transfer.

CAMP LEWIS LAKE BOOKINGS: NS-CampLewisLakeTreasurer@girlguides.ca

CAMP KANA’DA BOOKINGS: NS-CampKanadaTreasurer@girlguides.ca

**Any questions or if you need help with any of this, please email the camp treasurer for assistance**

How to make a Payment with Unified Banking

* Your Group Treasurer initiates the payment
* Select New Transfer
* Select Unit/District TO Province/Area
* Select Expense
* Choose: ITC - Taxable Activity - Overnight + Day 15 yrs+
* Fill in the Amount from your Total Column on Page 1
* In Detailed Comments: Place the GL code (located above) and then state Camp Lewis Lake OR Camp Kana’da
* Once submitted, record your TX # (transaction number from unified banking) on the Camp Fee Form and send to the appropriate Camp Treasurer email above.