## Instructions

This form provides the information needed by Quebec Council to evaluate requests for a district surcharge to parents in excess of the Annual Fee (national membership plus provincial registration fee). A district surcharge may only be levied to cover room rental or honoraria for use of rooms. A request to levy a surcharge must be submitted to Quebec Council not later than May 31st for the following guiding season or by October 1st if the surcharge is to be applied at the beginning of the calendar year. The request must be accompanied by:

* a copy of the most recent district budget
* Annual Financial Report for the previous year
* details of the expected rental costs to be incurred.

If actual rental costs are higher than the estimate, a district may apply for approval to increase the surcharge. Approval for a surcharge must be requested each year. The form should be submitted to the DSN who will bring it forward to QC Council for approval.

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| **District Name:**  |  |  |  |
| **A. Rental of meeting rooms**  *(projected rental costs, donations in lieu of rental or honoraria for use of space for the next Guiding year)* | $ |
|  |  |
| **B.** | **Projected number of girl members in district for next year** |  |  |
|  |  |  |
| **District surcharge requested per girl** *[Surcharges in excess of the rental cost (A) divided by projected girl members (B) will not be approved]* | $ |