



GGC - Quebec Council  
1939 de Maisonneuve O  
Montreal, QC H3H 1K3

Tel: 514-933-5839  
1-800-565-8111  
Fax: 514-933-7591

www.guidesquebec.ca  
guides-quebec@bellnet.ca

# The Piccolo

## May 2010

" Canadian Guiding Celebrates 100 years and Quebec Guiding rocks Montreal at our 'Rallye-Découverte!' "

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# MARK YOUR CALENDARS !!!!! FALL TRAININGS



## SAFE GUIDE

Tuesday	August 17, 2010	7:00 p.m.	Catherine Booth Hospital 4375 Montclair, NDG
Saturday	Sept 11, 2010	9:00 a.m.	Laval area
Wednesday	Sept. 22, 2010	7:00 p.m.	Catherine Booth Hospital
Wednesday	Oct. 13, 2010	7:00 p.m.	Valley/Chateaugay
Thursday	Oct. 14, 2010	7:00 p.m.	West Island
Tuesday	Oct. 19, 2010	7:00 pm.	St.Bruno area

French Safe Guides are provided upon request.

## OAL Training (Outdoor Activity Leadership)

Saturday/Sunday Sept. 18 and 19, 2010 Morin Heights,  
more info to come. Check the Piccolo



## UNIT GUIDER STREAM TRAINING for new Guiders

Saturday Nov. 6, 2010 9:00 a.m. to 3:30 p.m. Place TBA

To register contact by e-mail: [louise.triggs@rocler.com](mailto:louise.triggs@rocler.com)  
or phone Louise Triggs at 450-247-2430 or Carole Schweitzer at 514-481-1349



## Screening

With the Guiding year coming to a close and Units closing for the summer, it is very important that all Potential Members (PMBR) complete their screening as soon as possible.

**District Commissioners** - please encourage PMBR's to do the Orientation to Guiding if that has not been done.

**Potential Members** – ask your District Commissioner what still needs to be done and do what you can to speed up the process.

**Police Record Check Renewals (PRC)** – if you have received a letter notifying you that your PRC needs to be renewed in the next few months, please do it now while it is easy to get hold of the person who needs to check your ID and sign the form.

The last of the Girl/Youth Membership cards have gone out for this year. If someone does not have one and needs it for any reason please let me know and I can print one for them.

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## *Treasurers' Trove*

### Accounting for Cookies

Keeping track of cookies isn't as easy as buying some cases from your supporting council and then selling them in your community. When you buy 20 cases at one price and 15 cases at another, depending on which council is offering the units a bonus, you need to show that price difference. When you give them as gifts, eat them in your unit or offer them as a promotion during a blitz, you need to show where those cookies went. How do you do this?

The first thing you have to do is ensure you are keeping track of the cookies you buy and the cookies you sell. Use a form like the Cookie Tracking Sheet which you can find on the GGC Quebec website with the financial forms.

Cookies which are used by the unit, rather than being sold, must be shown on the spreadsheet. Cookies are often eaten at camp or in the unit as a snack, or given away as gifts or publicity. When you eat five boxes at camp, that fact should be recorded as a Camp expense, rather than as a Cookie expense. Calculate how much each box costs the unit. At the moment, units are paying \$37.45 per case, so dividing by 12 boxes per case; you get \$3.12 per box. Five boxes will cost the unit \$15.60. When you write the cheque to pay for the cookies, put the full amount of the cheque written to your district (say 10 cases at \$37.45 equals \$374.50) in the Bank Cheques column, \$15.60 under the Camp column, and the remaining amount for the cookies which you actually sold (\$358.90) in the Cookie column. In the same way and on this same line, you will show the use of cookies in the Special Events, or Gifts, Awards & Badges, or Public Relations columns and so on, or in all of these if you have used cookies for all of these purposes.



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## Mid-Year Reviews

The Guiding year is winding to a close, and while most of you will have a break from doing Guiding books over the summer, there is one job left before you can relax! The time for the mid-year report has come.

All Treasurers should balance their books at this time in preparation for the fall. Your mid-year report will cover the period from Jan 1, 2010 to the spring "end" of the Guiding year, the exact date of which will vary depending on your unit or council, usually in May or June. Doing this now will help you to close your books at the end of December, as everything should balance and make sense for the first half of the year, and it will be done while you still remember what happened!

**Unit** Financial Books should be collected by the District Treasurers, who should check that everything balances, is reasonable and clearly explained.

**District Treasurers** should have someone else look over their books. This can be another signing officer, so long as it is not the person responsible for keeping the books. Please send a copy of the Monthly Report to date (i.e. January 1, 2010 to the end of the season) and a completed Financial Review Checklist to Guide House, with a copy of your budget for 2010 if you have not yet done so. Please include some explanation of major variations from your budget, given that the budget is for the full year.

It would be greatly appreciated if reports were received at Guide House as soon as possible after the end of your season, preferably by the end of June.

We will randomly select a few districts for complete review, in which case you will have to send in all documents as at year-end in January.

Note that we are **not** requiring that an independent person (someone who is not a signing officer or related to one of them) do a review at this time.

Once you have had your books reviewed, simply carry on from where you left off. Remember that you will have to submit your books, receipts etc for the *entire year* when you submit your books for the Annual Financial Review in January.

For **Units and Districts** where the treasurer is changing, a full independent review must be done.

If you have questions, I can be reached at [dsn@guidesquebec.ca](mailto:dsn@guidesquebec.ca)

Dawn Coffey,  
Treasurer Support Specialist



**Sears Registration Day: August 14, 2010**

**P** Once again this year, Girl Guides of Canada will be participating in a Registration Day event with our corporate partner Sears Canada Inc. It will take place during Sears' "Back to School" week, which means it is well-timed to attract lots of new girls and women to Guiding.

**R** The focus of this year's one-day event will not be unit-specific registration, but more broadly to promote Girl Guides and the benefits of Membership, as well as distribute registration information and forms. Working in collaboration with two key Networks – Membership Registration & Retention, and Public Relations – we want to encourage Member participation at local Sears stores.

**E** **National Registration Week: September 11-19, 2010**

**V** This year's annual Registration Week will be an opportunity for individual units, Districts, etc. to host their own registration events to promote Membership and sign up girls and women into Guiding. To support this week, the National office is working on improvements to the registration information on the GGC National website, including an improved event calendar that will make it easier to enter and find registration events and an overall communication and promotion strategy.

**e** **Camping Experiences**

**n** CBC Radio is doing a positive piece on Girl Guide Camps. Pieces will be aired locally in the next month and a half.

**t** **Canadian Girls Say** – The photos collected from girls across the country as part of the *Canadian Girls Say* project will be exhibited at the Art Gallery of Ontario. The official launch takes place on May 12 and the exhibit runs until September. Girl Programs is looking at working with other galleries across the country on similar exhibits. We'll keep you posted on any new developments.

**S** **New PR Tools for 2011** – National is updating the national manual for 2011 to be ready later in the year.



\*Do not forget that there are Cookie Rising Badges for each branch level.

**Cookie Reminders!!!**

\*\*Cookie payments are due. If you have not paid please do so ASAP. Reminder it is \$37.45 per case due to province.

\*\*There is still 124 cases available downtown at Guide House to be sold.

\*\*You may still send in your numbers to Shannon for the Quebec cookie badges for boxes sold.

\*\*If you have a cookie story or selling suggestion and want to share it, send it to [cookies@guidesquebec.ca](mailto:cookies@guidesquebec.ca) and we will put it in the Piccolo.

# Cookie News!



Here are two experiences from Sears Day...

Here is a summary of our cookie sale at Sears this past Saturday from 9 to 3 pm.

We had 5 Sparks, 7 Brownies, and 3 Guides... 15 girls' total and 7 leaders.

We sold 61 boxes of Mint and 81 boxes of Choc/Vanilla, 142 boxes! Great Job! We gave out lots of PR stuff :-). Hopefully more girls will join guiding.

We really want to do this sale again but we would change the time from 11 to 5 pm instead of 9 to 3 and I challenged my district to get more participation for all the girls from district. -- Linda Hamelin



We did very well at Sears Friday night and Saturday this weekend. We sold about 13 cases. - Debbie Paish

## Spring Registration 2010

### 2,010 girls in 2010!

Pre-Registration is still ongoing!  
Please make sure to forward all applications with payment to Guide House before May 28, 2010 for the \$5.00 discount to apply.

2010-2011 membership fee is \$105.00 after May 28, 2010 deadline!

## REMINDER

The GGC- Quebec Scholarship

application deadline is June 1, 2010



# TO ALL DISTRICTS

If you would like to host and plan either of the following two events in your District, please consider submitting a proposal. Remember, you will not be alone in planning these events, members of the Provincial Advisers Committee will be there to help you every step of the way. Send your proposals to [annettelevasseur@yahoo.ca](mailto:annettelevasseur@yahoo.ca)

**Friendship Trail**  
**Sunday, October 24, 2010**  
**from 1:00 to 4:00 p.m.**



**Girl Recognition Awards**  
**Sunday, November 14, 2010**  
**from 1:00 to 3:00 pm**