



West Coast Area Independent Group Trip (IGT) Guidelines

Approved September 27, 2012

The following procedures and guidelines are initiated by West Coast Area Council and are in addition to Safe Guide, National Policies and Procedures and BC Council Standards:

- National Policies and Procedures, available via Memberzone (password protected) at https://memberzone.girlguides.ca/policies_and_procedures/
- BC Council Standards, available via http://www.bc-girlguides.org/wp-content/uploads/BC-Council-Standards_May2011.pdf
- Safe Guide <http://forms.girlguides.ca/SafeGuide/Shared%20Documents/sq-international.pdf>

Refer to the Procedures and Guidelines of your District.

Objectives

The objective of this guideline is to:

- Facilitate fair and equitable treatment of all groups seeking fundraising approval for independent travel
- Establish a comprehensive set of procedures and guidelines to streamline the fundraising approval process while exercising due diligence regarding all fundraising requests
- Provide some guidance through the entire process, however your primary source of information must be the documents listed above.

It is important to differentiate between trip approval, as requested on the IT.1, the SG8 (approved by the Provincial SafeGuide International Trip as required) and fundraising approval. Therefore it is recommended that we identify what information is to be required in order for fundraising activities to be forwarded for approval

Terms defined

- **Independent travel** - Travel by an individual or groups selected to represent Girl Guides of Canada-Guides du Canada, at an event(s) or travelling on a Guiding trip, meaning a trip, which must involve a Guiding component.
- **Fundraising** – Acquiring funds for a specific event other than directly from the individuals involved



West Coast Area Independent Group Trip (IGT) Guidelines

Approved September 27, 2012

Getting started

Where do you want to go? What do you want to see?

Once you decide where you want to go, start to build an itinerary for the trip. Remember, to be considered a Guiding trip, there must be a Guiding component (attend an event sponsored by a WAGGGS member, visit a World Centre, meet with other Scouting or Guiding members or satisfy a component of the Guiding program). At this stage, it's helpful to figure out your trip budget along the way. Get in touch with your District or Area International Adviser if you need help budgeting as they may have resources from past trips who can provide suggested sights and associated trip costs.

When would you like to travel?

Form: IT.1 – International Trip Planning Timeline

Using Form IT.1, work back from your desired travel date to determine if your timeline is manageable. Consider the amount of fundraising and administrative time you'll need in order to make the trip a success.

What about risks?

Resource: Safe Guide – International Travel Planner

What type of fundraising events can be organized?

Resource: BC Fundraising Guidelines; BC Council Standards, National Governance Policies

Share your plan.

Tell your District Commissioner, District International Adviser and Area International Adviser how your plans are shaping up. Reach out for help on any of the items above so that they can offer assistance in preparing the Form SG.8 for submission to the Provincial Safe Guide Assessor for International trips. When the budget is prepared for the Provincial Safe Guide International Trip Assessor, you will have a good idea if the budgeting is reasonable.

Add details to your timeline.

Working from the IT.1, detail the steps specific to your group that will need to be taken. E.g. First Aid training, contact with a world centre, parent meetings, major fundraising activities, etc.



West Coast Area Independent Group Trip (IGT) Guidelines

Approved September 27, 2012

Fundraising

Fundraising may be a major part of your planning and will require the support of the girls, their parents, your District and the Area.

Fundraising approval required

- Approval from the parent council is required for ALL fundraising (e.g. Units require District approval, Districts require Area approval)
- Most trips will require approval from the Area council. Whenever the total amount of fundraising is expected to exceed \$5,000.00 unless all fundraising is by cookie sales the higher approval is required.

BC Council and/or National approval required?

- There are some cases where the Area Council cannot provide approval. Please make sure you check the Fundraising Guidelines that can be found at <http://www.bc-girlguides.org/resources/finance-2/fundraising-guidelines/>

Some things you need to know.

Check the National Governance Policies Document (see section Fund Development) and Provincial Fundraising Guidelines and Safe Guide International trip planner to ensure this information is still valid.

You must refer to the National Governance policies, Provincial Fundraising Guidelines (Fund Development and Fundraising Procedures and Guidelines) and Safe Guide International trip planner to ensure you comply with fundraising guidelines. It is not Area's responsibility to be discussing ratios of adults to girls, as it is a National policy/guideline.

Maximum amounts of adults allowed for fundraising

75% of participants must be girl members at the start of the planning process (when the preliminary forms are submitted approved) as per the International Travel Planner - *Fundraising is not permitted for adult only trips*

-If more than 25% of the participants are adult members at the time forms are approved, then no fundraising is allowed unless there are specific Safe Guide requirements to have a higher ratio.

- If a girl withdraws from the trip and the 75% is no longer met, all reasonable efforts must be made to fill the vacant spaces with eligible girls from across West Coast Area. If the vacant spots cannot be filled, the trip and fundraising will be allowed to continue.

Minimum ratio of adults as per Safe Guide International Trip Planner Pg. 9

International under 72 hrs



West Coast Area Independent Group Trip (IGT) Guidelines

Approved September 27, 2012

Sparks and Brownies:	1 Guider or supervisor to	5 girls
Guides and Pathfinders:	1 Guider or supervisor to	7 girls
Rangers:	1 Guider or supervisor to	10 girls

International > 72 hrs

Minimum of 2 Guiders over 21 yrs. of age

Sparks and Brownies: Not Allowed

Guides, Pathfinders and Rangers: 1 Guider to 7 girls

Maximum / Recommended dollar amounts of fundraising:

- No recommended maximum dollar amounts are currently established at any Guiding level.
- The participants, either girls or adults, must pay a minimum of 10% of the cost of the trip. "Subsidies may be made available to Members who cannot afford to pay this portion of the costs. Exceptions may be granted, based on need, to allow girls to fundraise this portion and/or receive subsidies to cover this portion." Refer contact your District Commissioner and/or Area Commissioner to see if funding is available.
- Fundraising money cannot be used for personal items, including clothing, travel vaccinations, passports or personal spending money.

Minimum percentage of fundraising allocated to cookie sales

No reference has been found but it is expected that cookie sales will be a major component of the fundraising and that groups will order extra cookies to take advantage of the Area profit (see West Coast Area Procedures & Guidelines)

Prohibited fundraising

Some forms of fundraising are not acceptable within Girl Guides of Canada – Guide du Canada as they do not support our Vision and Mission. Refer to the National and Provincial fundraising guidelines and remember to follow the most restrictive guidelines (e.g. the National guidelines allow for the use of gaming funds and raffles but these are not allowed in British Columbia)

Fundraising approval.

Fundraising for any independent travel with the total expense expected to exceed \$5000 requires approval from the West Coast Area Council.

Ask your District Commissioner for the dates of upcoming Area meetings.

- The Council will not vote on fundraising requests using an email vote so you need to be prepared to present (or send) your request to a meeting.



West Coast Area Independent Group Trip (IGT) Guidelines

Approved September 27, 2012

- As you may be planning up to two years in advance, you may not have all your fundraising ideas in place at the beginning. See below for more information
- The FR1 package is to be submitted to the Area International Adviser and Area Treasurer at least 10 days prior to the Area meeting so that any questions can be answered and recommendations made to Area Council on your behalf. The following is a list of things that will be required:
 - A brief outline of your trip, including the number of girls, number of Guiders, destination, and duration. A copy of the IT3 International Group Trip Authorization can be submitted, as it has all the relevant information.
 - A brief impact statement on how your fundraising activities will affect the unit as a whole (not all girls will be included in the trip), other units in your District or Area.
 - Copy of the approved SG.8
 - A detailed budget for your trip. As your planning cycle progresses, you will be updating your budget and recording your actual revenue and expenses. Include line items for each known fundraising idea and a line for fundraising to be determined. You will adjust your plan based on the success of each fundraiser.
 - FR1 – request for fundraising approval. In order to avoid overwhelming yourselves and the Area Council, include only those fundraising ideas that you wish to start within the next 4-6 months. Plan to return with an updated budget and status 2 or 3 times per year to request approval for additional fundraising. This will also fulfill the need to update Area Council on your progress and allow you to adjust your plan based on the success of your fundraising to-date. Your final FR1 prior to your trip should have no undetermined fundraising activities.
 - The West Coast Area Council will be looking at how your fundraising will impact your unit in general, other units within your District and the Area. The intent is not to restrict your ability to raise the necessary funds, but to ensure that you consider the impact on other activities. E.g. you should not sell other products during the months of October and April – cookies should be your fundraising focus those months.

Budget Considerations.

A copy of the completed Provincial Budget form can be included in the package for West Coast Area

- **Expenses:** Travel (airfare, train, bus, ferry, etc.) you may wish to show separate lines in the budget for different types of travel
- Accommodation – note the number of nights & the rate for each destination



West Coast Area Independent Group Trip (IGT) Guidelines

Approved September 27, 2012

- Food – note the approximate cost / person / day (this helps you and others reviewing to see if it is reasonable)
- Activity costs
- Gifts for home stay or hosts
- Contingency fund (remember you can apply to the Area Council for a loan to cover this for some or all participants)
- There is a 10% contingency fund. This should be paid by the parents and can be returned following the trip if it is not required.
- Other

Note: there are certain expenses that cannot be included in fundraising (e.g. travel insurance, immunizations) check the National and BC procedures to make sure you understand the extra personal costs to the participants that could be incurred.

Revenue:

- Paid by participants (remember that each person, including the adults, must pay a minimum of 10% of the total expense)
- Projected cookies sales (remember that you can order extra cookies and request the Area portion of the profit. It will be returned to you once the cookies have been sold)
- Fundraiser #1
- Fundraiser #2
- Undecided Fundraisers
- Donations (from unit, district?)
- Other

Note: monitor your fundraising revenue to ensure you do not over fundraise. Remember, that any excess money earned must be returned to the donors (if known and appropriate) or remain within Guiding and be used for a similar activity – it cannot be returned to the parents. Funds will be held by the unit, district or area for use by the specific member unless she decides to donate the funds to a general fund that supports a similar activity.

Keeping up to date

- Maintain a spreadsheet of the budget – note the revenue & expenses need to be equal
- The spreadsheet will have a column to keep track of the actual revenue and expenses so you can see at a glance where you stand
- Updated budget column – If your estimates change, you may want to maintain the original budget and insert a new column with the revisions. At a minimum, note the date of the change.
- If you have fundraising activities that are allocated to individuals based on their participation, you need to also maintain a spreadsheet for the status



West Coast Area Independent Group Trip (IGT) Guidelines

Approved September 27, 2012

of each person. The totals on this will reconcile with the totals on your budget spreadsheet.

- **Other Things to consider** – these are the type of questions you will address in the impact statement with your fundraising approval request
 - How many girls are in the unit?
 - How many are going on the trip? Will the fundraising impact the unit's regular cookie sales and/or any of the regular unit program and activities?
 - Guiders and girls are expected to maintain their commitment to their unit while fundraising. Where the entire unit is not going on the trip, time spent on fundraising and planning for the trip must not infringe on unit meetings and events.
- Have you discussed your plans with the District Council to ensure you are not taking fundraising opportunities away from other groups?
- Have you considered the timing of events offered by the District and Area (you should not limit your participation for the unit because you are fundraising)?
- Each year there is a Silent Auction at the Adult Award Dinner in April with the proceeds designated to a specific cause. This is often a source of fundraising for Independent Trips so ask your District Commissioner to bring this to the Area Council.

Area Financial Support Available

- Order extra cookies specifically for your trip and you will be eligible to apply for the Area profit. It is expected that the District profit will also be made available for your trip. You will order and pay for your cookies with your regular order. Once payment has been received by West Coast Area, you complete the WCA Request for Area Cookie Profit for Independent Trips form which can be found on the Area Website <http://westcoastarea.com/forms.html>. The Area portion of the profit will be returned to the unit. At no time is a Guider to be financing the trip through personal funds. If the fundraising and/or installments from parents is not sufficient to cover a trip related expense (e.g. you need to book airfare) then apply to West Coast Area for a loan to cover the expense. You will be expected have a fundraising plan in place and to repay the loan as soon as the funds are available.
- For extensive trips the contingency required by the National Guidelines will significantly add to the cost of the trip. You can apply my email to the West Coast Area Commissioner for a loan to cover this contingency. You will be expected to repay the loan within 30 days of your return.



West Coast Area Independent Group Trip (IGT) Guidelines

Approved September 27, 2012

When you return

- Within 30 days of your return, you are required to repay any loans that were received from the Area Council.
- Within 30 days of your return, you are required to report back to the West Coast Area Council. (This is the same information you will be submitting to the Provincial International Adviser) Please send your report to the Area Commissioner, Area International Adviser and Area Treasurer.
- Be prepared to attend a meeting to share your experience with the West Coast Area Council, if requested.
- The report must include:
 - i. Brief written account of the trip – what were the highlights? Were there any issues or surprises?
 - ii. Final accounting – This will be the spreadsheet of your budget with all the actual expenses included along with your spreadsheet for the individual fundraising participation
 - iii. Did your total revenue exceed the expenses?
 1. Funds raised cannot exceed 90% of their share of the expense. If the amount paid by an individual is over the 10% minimum, excess funds raised will be returned to the girls bringing them to the 10% minimum.
 2. If donations have been received, excess funds are to be returned. (e.g. District or Area contributions)
 3. Any funds raised and still remaining will be held by the Unit, District or Area for a similar Guiding Activity. If these funds are allocated to specific members, they can be held for future events for that member.
 - iv. Do you have expenses that were not covered? How will that be handled?

ENJOY YOUR TRIP