



West Coast Area Procedures and Guidelines

February 25, 2019

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

- National Bylaws and Governance Policies, available at Member Zone (password protected):

https://www.girlguides.ca/web/MZ/Admin/Bylaws_Governance_Policies/MZ/Admin/Bylaws_Governance_Policies.aspx?hkey=84c3e51d-0bbb-4be2-8a7d-94c29957ae67

- BC Council Standards:

<http://bc->

[girlguides.org/web/BC/Volunteers/Guider_Resources/BC_Council_and_Commissioner/BC/Volunteers/Guider_Resources/BC_Council_and_Commissioners_Resources.aspx?hkey=a23dfb27-7a55-421d-9652-42fcab02e691](http://bc-girlguides.org/web/BC/Volunteers/Guider_Resources/BC_Council_and_Commissioner/BC/Volunteers/Guider_Resources/BC_Council_and_Commissioners_Resources.aspx?hkey=a23dfb27-7a55-421d-9652-42fcab02e691)

Please also refer to the Procedures and Guidelines of your District.

MEMBERSHIP FEES

Date Originated/last Modified
October 26, 2017

Effective September 2012, the primary form of registration will be online with online payment. The Membership Fee for girls in British Columbia is \$105. For Girls in West Coast Area, this includes:

- \$60 National Fee
- \$30 Area
- \$15 District/Unit (note: for Units registered at the Area level, the Unit will receive the full \$15)

The \$30 Area portion is used to assist Units with camp expenses, membership assistance, offset the cost of rental for meeting space, honorariums paid to churches and the rental for the Area Storage lockers, promote Area events, and covers the cost of the Area committees and Council.

The National fee for active Adult members will be paid by BC Council. West Coast Area Council will pay the National fee for transitioning members. Members at Large will be asked to pay their own membership fees, as inactive guiders. There will be no Unit, District or Area fee for Adult or transitioning members.

Subsidy requests now come through the Provincial registration process, as well as by

paper registration. All subsidies MUST be approved by an Area or District Commissioner prior to the registration being processed and the girl placed in a unit. Please write "subsidy approved by (AC or DC)" at the top of the paper application. The District/Unit portion of the fee will be covered by Area in cases where less than \$15 has been received.

Members who join part way through the Guiding year, pay for the Guiding year in which they join. The fees of any member who joins after April 1 are applied to the following Guiding year (September 1 to August 31). Two paper registration forms – one for the current year and one for the next year – are required, with payment, at the time of registration, in order to have the fee apply to both years. These forms must be sent to the provincial office for processing. If a parent does not wish to register for next year, a paper registration form for the remainder of the current year, with payment, is required. (per BC Council Standards, May 2017)

MEMBERSHIP RECONCILIATION

With online registration, the District/Unit fees will be forwarded from Area monthly between August and March. April – July registration will be forwarded in August. When a member moves to another Area or cancels her membership with a refund, the National/Provincial process is to adjust the amount of registration forwarded. This means that girls leaving a Unit will generate negative registration revenue. When a member moves to another Unit within the same District or Area, the money is not moved automatically. The discrepancy is identified during the reconciliation of the December and April official counts. West Coast Area will **not make adjustments for these changes** because the effort involved to identify them is significant and the net revenue gained or lost is not worth the effort.

SUPPORT FOR NEW UNITS

West Coast Area Council will provide up to \$300 to assist new units with their startup costs. The District Commissioner will determine how much the District is able to contribute and will use the cheque requisition form to request the balance or full amount of \$300 from the Area.

COOKIES

The division of cookie profit is to be looked at and decided annually.

The cookie revenue will be distributed as follows:

\$39.25 – to National and Province

\$ 4.00 – to West Coast Area

\$ 0.75 – to West Coast Area for member subsidies

\$16.00 – to the Districts to be shared with the Units based on their guidelines.

The Unit is to receive a minimum \$11/case (note: for Units registered at the Area level, the Unit will receive the full \$16/case)

Cookie selling procedures

As a courtesy to other Districts, Units are encouraged to sell cookies publicly within their own District for the first two weeks of cookie selling campaigns. To assist those Districts with limited access to cookie “hot spots” or restricted public selling dates, the DCs are encouraged to share information and make their “hot spots” available when asked. At any time, before making arrangements to do public cookie selling, contact the District Commissioner or designate of the District affected. If the proposed cookie selling location lies on a District boundary, contact the Commissioner or designate of both Districts to request permission to sell cookies at the location and to ensure you will not be in conflict with other groups.

Remember, if the venue requires a certificate of insurance, refer to the National Website form INS.02 for the process. If a contract is required, please remember that ONLY the Provincial Commissioner designate can sign on behalf of Guiding. Please allow 3 weeks for the signature and make arrangements through the properties assistant at Provincial Guide House.

AREA SPONSORED TRIPS:

October 25, 2018

- All age-appropriate girls in the Area may apply
- Area sponsored trips may potentially occur every three (3) years, beginning in 2019. The suggestion is to offer trips in years following SOAR years.
- Must attend a WAGGGS country

How to choose a destination:

- Any Area member may submit a destination idea, including rough details of the proposed trip. The Area International committee selects 3 potential destinations. These 3 choices are then sent to Area Council for approval.
- Once a destination has been chosen, Guiders will be selected through an application process by a separate selection committee. Guiders must be current West Coast Area members.

Selection:

- Preference will be given to girls and Guiders who are West Coast Area members.
- Preference will be given to girls and Guiders who have not travelled on an Area-sponsored trip previously.
- Guiders selected for the trip will not sit on the Girl Selection committee.

FINANCIAL SUPPORT FOR TRAVELLING MEMBERS

Any member or group applying for financial support must comply with all National, Provincial and Area procedures related to planning and fundraising for their trip.

Financial Assistance for Area sponsored Events

October 25, 2018

West Coast Area Council will:

- pay program fees, airfare and cancellation insurance (incl. taxes) for the Guiders up to 90% of the total cost.
- cover the Emergency Fund as per National Formula.
- Offer Area financial assistance to a maximum of \$20,000 for the trip. Area Council will decide how to distribute funds to the girl participants at the time of trip approval, based on funds available, trip costs, participant numbers, etc.

Area Awards Silent Auction

October 25, 2018

This is open to groups and girls eligible to fundraise through Area, including SOAR, MOSAIC, independent trips, Area-sponsored trips, national and international selected trips. The breakdown of fundraising will be as follows:

- The proceeds for items-in-common will be divided equally among all participants – e.g. District baskets, Trefoil Guild donations, random donations
- The proceeds for Items brought or donated by individuals, and designated for a specific girl/unit, will all go directly to that individual girl/unit.

Groups and individuals can only participate in the silent auction in the year of the event.

Financial Assistance for Selected Events: Beatrice Vick/Malkin Trust Fund

A minimum balance of \$7,000.00 should be maintained in this fund. \$5,000.00 of this represents the original contribution from the Vick/Malkin trust fund set up for these purposes.

The Vick/Malkin Travelers Fund is the result of the following: "Under the terms of the Will and following the death of the widow, he bequeathed to the Greater Vancouver Girl

Guides Council the sum of Five Thousand Dollars to establish a Trust Fund to be known as the Beatrice Vick Trust Fund”, to use the income derived there from for the purpose of sending a delegate or delegates to interprovincial or international gatherings.”

Beatrice Vick was remarried after her husband’s death and became Beatrice Malkin. The Vancouver Area (now West Coast Area) also designated \$5,000 to this fund so we currently have \$10,000 in restricted funds to generate income for the travelers.

Application criteria for the Vick/Malkin Fund:

The recipients must be West Coast Area Guiding members, chosen by an Area, Provincial, National or WAGGGS Selection Committee, attending either:

* An event sponsored by WAGGGS, National or Provincial Council **OR:**
An Area Council event of 5 nights or more.

The event must also meet one of the following criteria:

* Participants at the event must include Guiding members from outside BC **OR:**
Be an Area sponsored International or Inter-provincial Trip.

After all other funding is known (e.g. CWFF, National, Province, District, Unit, other), Area will contribute an amount, which is not to exceed 50% of the **remaining balance required** to a maximum of \$250.

Individuals must pay a minimum of 10% of their costs

* Funds for an Area sponsored International or major Inter-provincial trips are at the discretion of the Area Council.

Financial Assistance for Independent Group Trips

An Independent Group Trip is any trip within Guiding that is outside the normal activities and involves extraordinary travel (e.g. train / plane). Independent groups will not qualify for the Vick/Malkin fund.

West Coast Area will allocate the area profits for cookies ordered specifically for the trip.

- The Unit is expected to maintain their normal cookie order
- Additional cookies must be identified as funding for the trip at the time of ordering
- Please ensure your District Commissioner is in agreement and identifies the cookies ordered for Independent Trips to the cookie booker so Trip cookies can be correctly invoiced to provide the full profit.
- The group will provide a financial trip report to WCA Council within 90 days of return.

Loans for Independent Trips

There may be times when expenses must be covered prior to the monies being available. **At no time should a Guider personally cover the expenses beyond one month.** If the trip fund cannot reimburse the Guider within the month, the Responsible Guider must apply to West Coast Area Council for a loan.

Independent trips may also apply to West Coast Area for a loan to cover their contingency fund.

Any loan must be repaid no later than one month following the return date of the trip.

Area Cookie Profit donated to assist fundraising March 27, 2015

In addition to Independent Trips, the opportunity to sell cookies with the full profit is available to:

- Girls selected for Provincial or National sponsored trips, who have not yet been notified until after the cookie ordering deadline. If there are Area cookies available, they will be offered the opportunity
- Patrols planning to attend SOAR or Mosaic
- If a District has an extraordinary event and wish to increase their cookie order to help cover the increase required in their budget, they can apply to the Area Council for consideration.

CRESTS FOR TRAVELLING MEMBERS

5 West Coast Area crests will be provided for:

- Nationally selected participants
- Provincially selected participants
- Area selected participants attending events of five or more nights
- Independent participants attending events of five or more nights and having contact with other Guiding members

BURSARIES AND AWARDS

October 25, 2018

ELIZABETH ROGERS TRUST SCHOLARSHIP

A scholarship of \$500.00 is offered to the West Coast Area Girl Guides through UBC.

Applicants must be active members of the Girl Guides movement in Vancouver (including UBC), West Vancouver, North Vancouver (City or District), Richmond, or Burnaby and be enrolled in a full program of studies leading to a degree. Academic standing is considered together with interest in Girl Guide activities. Recipients assume a moral obligation to maintain an association with the Girl Guides movement. Recipients are selected by the University in consultation with the West Coast Area Girl Guides Council.

ELIZABETH ROGERS MUSIC SCHOLARSHIP FUND 25 October 2018

These scholarships have been set up from a bequest left to the West Coast Area Girl Guides by the late Mrs. Elizabeth Rogers – “for prizes and scholarships or other assistance in furthering the education of a Guide resident in the Greater Vancouver Area showing special talent as the local Commissioners of the said association shall from time to time determine”. These scholarships are available to Sparks, Brownies, Guides, Pathfinders and Rangers in the West Coast Area. A minimum of one scholarship per branch with a minimum of \$100.00 (reviewed annually) will be awarded annually at the discretion of the West Coast Area Awards Committee.

BEATRICE MALKIN PERFORMING ARTS SCHOLARSHIP

These scholarships were set up from a bequest from the late Mrs. Beatrice Malkin for Vancouver Girl Guides. These scholarships are available to Brownies, Guides, Pathfinders and Rangers guiding within Vancouver (including UBC). A minimum of \$100.00 (reviewed annually) will be awarded annually at the discretion of the West Coast Area Awards Committee.

BERTHA BRANDRETH AWARD

Money was received from the estate of Bertha Brandreth in 1994 in the amount of \$10,000.00 which has been invested in a renewable one-year term deposit. The amount of the award is to be determined annually depending on the interest carried from the previous year. At the discretion of the Area Awards Committee, it will be awarded equally to one or two girls between the ages of 13 yrs and 18 yrs guiding within Vancouver (including UBC).

JENNIFER MENENDEZ EDUCATION GRANT APPLICATION (Girl / Young Adult)

This education grant serves to pay tribute to a girl or young adult who is much admired for her love of life and respect for others. It is presented to a girl / young adult whose outstanding personal qualities merit this award. A minimum of one grant will be awarded to members between the ages of 17-25 to a maximum of \$750 per award. The amount

of the award is to be determined annually, at the discretion of the West Coast Area Awards Committee.

CRITERIA:

1. This award is open to any girl or young adult, age 17 to 25, presently registered in Guiding within Richmond, Ladner or Tsawwassen.
2. She is active in Guiding and she has been involved for a minimum of three (3) years.
3. She is planning to continue with full time studies (minimum of 12 credit hours per semester) at a recognized post secondary institution (i.e., university, college, vocational school).
4. She has shown participation within her community and is a good citizen.
5. The money allocated will be issued upon registration at the university / college, etc., that the girl / young adult will attend.
6. A qualifying member is only allowed to receive this award once.

At the discretion of the committee, a recipient(s) may defer the use of the grant for up to 18 months. If unused after 18 months, money reverts to the fund and is no longer available to the specific recipient.

WEST COAST AREA BURSARIES

These bursaries are made available by the West Coast Area Council for girls and young women to assist with post-secondary education. The maximum amount to be awarded yearly is \$6,000.

- Five (5) bursaries for girls in Grade 12 - \$600.00
- Three (3) bursaries for girls/young women between the ages of 18 – 24 (not in Grade 12) - \$600
- One (1) bursary for a woman age 25 or older - \$600
- Two (2) Passion bursaries for women 18+ (not in Grade 12) - \$300

CRITERIA:

1. These bursaries are open to any girl or young adult who meet the age criteria and are presently registered in Guiding within the West Coast Area.
2. She is active in Guiding and she has been involved for a minimum of three (3) years. Age 25 and over to be the immediate past 3 years.
3. Applicants may be beginning or already pursuing a program of full time studies. (Ages 24 and under minimum of 12 credit hours per semester; ages 25 and older

taking credit courses towards a degree) at a recognized post-secondary institution (i.e. university, college, vocational school, or in the case of the Passion Bursary, a copy of a receipt for registration, books, etc.

4. The recipient is to continue her involvement in Guiding in any way possible.
5. She has shown participation within her community and is a good citizen.
6. The money allocated will be issued upon registration at the university/college/life passion that the girl/young adult will attend.
7. Bursaries must be applied to tuition and/or books / supplies / equipment (for Passion Bursary).
8. No Guiding member will receive a bursary in 2 consecutive years or 2 in one year.

At the discretion of the committee, a recipient(s) may defer the use of the grant for up to 24 months. If unused after 24 months, money reverts to the fund and is no longer available to the specific recipient.

FUNDING:

1. A fund of \$6000 will be available – a maximum of 9 bursaries of \$600 each and 2 bursaries of \$300 each could be issued to qualifying applicants.
2. Each year the fund would be re-established to the \$6000.

PROCESS:

1. The West Coast Area Committee will make the selections.
2. The Awards Committee will send letters directly to the girls and notify the District Commissioners via the Area Council advising them of their selection.
3. Applications for the bursaries will be distributed through Guiding and are on the Area website.
4. The District Commissioners will promote the bursaries to the girls.
5. West Coast Area Bursaries will be applied for through the Area Awards Committee. The reasons behind this decision are:
 - a) Ranger Members would apply to only one Council
 - b) Supports the mobility of the girls to any Unit in the Area
 - c) This eliminates District quotas
 - d) Most deserving candidates will be successful.

AREA EQUIPMENT

Heritage Uniform Rental

The rental fee is \$5.00 per uniform to a maximum of \$25.00. If the uniforms are to be used in an Area sponsored event, there will be no charge.

Camping equipment**October 26, 2017**

Equipment owned by Area will be loaned to members with a refundable damage deposit of \$50.00. This deposit will be returned upon inspection of equipment returned in good, dry, clean, working condition.

Button Machine**September 24, 2015**

To reserve the button machine, please contact info@westcoastarea.com and indicate the approximate number of buttons you intend to make so we can ensure we have supply. There will be no charge for the button machine. However you will still have to contact WCA Administration Assistant to reserve the machine. An internal donation would be appreciated however for the button machine use.

Other**September 24, 2015**

Full inventory of equipment and banners will be completed and additions to this section are required. There is a Girl Guide tablecloth that will be stored in the Richmond Guide House.

CAMPERSHIPS

The general guideline is that every girl in Guiding should be able to go to Girl Guide camp and that finances should not hold them back. West Coast Area is willing to provide a campership of up to 75% of the camp fee to a girl once in a Guiding year. This campership is intended for Unit, District and Area sponsored camps. It is not intended for SOAR or MOSAIC where the patrols are engaged in fundraising, have the opportunity to sell cookies for full profit and the Area is possibly subsidizing travel expenses.

Where a financial need is perceived, the Unit Guider discretely asks the parents, "What can you afford?" The Unit considers what they can contribute. The Unit Guider consults with the District Commissioner to request a campership. The District Commissioner decides if the District needs to ask Area for the additional funds; if so, the District Commissioner then applies to Area using the Request for Area Campership form.

Other funds may be available for 100% sponsorship.

BED NIGHT SUBSIDIES

West Coast Area will subsidize the bed night cost for Units / Districts camping at GGC

facilities, including facilities outside West Coast Area. The amount of the subsidy is determined based on the bed night cost. To claim the subsidy, the Unit / District must send the bed night subsidy request along with the GST Event form (and GST cheque if applicable) to the Area Treasurer.

DONATIONS

Any unspecified donation \$100.00 or more made to West Coast Area will be reported to the Area Council and a decision will be made by them as to how it should be allocated. Donations under \$100.00 will be allocated to general funds unless specified by the donor.

APPOINTMENT PINS

Appointment pins for District Commissioners and Area members not in a Unit or District are covered by Area.

AREA FUNDRAISING PROCEDURE

February 25, 2019

All requests for fundraising must be approved by the Fundraising Committee before the fundraising event takes place and must adhere to the National and Provincial Fundraising Guidelines. When the total fundraising goal for a trip or project exceeds \$5,000, the request must be approved at the Area Council.

Fundraising cookies

All cookies ordered for fundraising will receive the Area portion as well as the Guaranteed Unit Share. The District portion may be available at the discretion of the District Council.

General Fundraising

All FR.1 applications must be submitted at least one week before the planned fundraising event. General FR.1 applications (non-trip) can be sent in anytime. See the trip fundraising guidelines for additional information pertaining to trips.

For all FR.1 approved fundraising, the group must report the total proceeds from the activity to the fundraising approval committee within 30 days of the event.

If the fundraising activity takes place at a District event, the FR.1 should be submitted by the District. Allocation of proceeds will be done by the District, in case of multiple fundraising groups.

Fundraising for joint trips and/or activities should be explained on the initial FR.1.

Fundraising for Trips

One trip guider should be the contact for fundraising approval.

After the initial contact with fundraising approvers, a fundraising approver will be assigned to the trip. All trip fundraising questions and changes should be sent to the same approver: attention "name" in the subject line for continuing fundraising.

Every trip must send an approved SG.8 and trip budget with the first FR.1 request.

Every trip must track their fundraising progress and report this quarterly – March 31, June 30, September 30, December 31 – to the fundraising approval committee. Each date is the **deadline** to submit any FR.1 requests for the coming quarter. Fundraising must be planned ahead of time, with approval every 3 months after tracking has been received. Approval will not be considered without an updated budget and progress report.

UNIFORM ASSISTANCE

- Area Commissioner to receive full cost of dress uniform – blouse, skirt/pants.
- If regularly attending formal functions, other Area Council members will be subsidized to the amount of dress uniform. This may include a skirt, pants and a blouse.
- Guiders for Trex Unit and other members of Area Council, not sitting on a District Council, can apply for reimbursement of up to 50% of the uniform blouse/shirt.
- In some cases, girls requiring a membership subsidy may also require assistance with uniform purchase. This is not to be encouraged, but will be covered at the discretion of the District and Area Commissioner.

CONFERENCE / TRAINING SUPPORT

October 25, 2018

Guiders and active Members attending outside trainings or events: should be made aware that they will be encouraged to share their experience. Opportunities should be provided for presentations. Names and districts of the girls and Guiders who

have had out-of-Area travel opportunities will be published in the Area newsletter.

1. **Guider conference:** Area will cover the full cost

2. **Regional commissioners' training & trainers' conference:** Area will cover the full cost

3. **Conferences open to any Area advisers:** Area to cover full cost of Area advisers.

4. **Training insignia:** West Coast Area is to pay for training insignia. The Area Commissioner or Area merchandiser will purchase insignia. The Area training adviser will advise the Commissioner/merchandiser of items to be purchased. Pins will be given out by ATA / trainers at completion of training sessions. Replacement pins/insignia to be paid for by the individual.

5. **First aid:** First aid training is the responsibility of Guiders, not the responsibility of the Area training team. Cost sharing for this training is to be determined at the District level. Districts may organize their own FA training. Guiders should provide a copy of their completed certificate to their DC to arrange entry into iMIS. If an Area council member, not covered at a lower level, wants to take a first aid course, the cost will be covered by Area if prior arrangements are made.

6. **Required specialized training:** at the discretion of Area Council, if an adult member wishes to take a required specialized training provided by a recognized outside organization, that will benefit Area members, up to 50% of the cost will be paid by Area upon successful completion of the training **if arrangements are made prior to taking the course**. Such trainings may include: wilderness first aid, canoe training. BC Camping Committee Wilderness First Aid subsidy up to \$100 maximum is also available. A member cannot be reimbursed more than 100% of the full cost.

SPECIAL / SOCIAL EVENTS

October 25, 2018

1. Area Annual General Meeting

Area Annual General Meeting will be held prior to May 30 to ensure we meet the compliance deadline. The annual report will be published for this meeting, which may be held independently of the Adult Awards Event.

2. Area Adult Awards Dinner

The Area Adult Awards Dinner(s) may be held in conjunction with the Area Annual

Meeting at the discretion of the Area Council.

- a) The Area Adults Awards Dinner is to be organized and hosted by the Social Events Committee.
- b) The ticket cost of the Annual Dinner is a regular expense of the District and may be passed on to the individual Guiders depending on the finances and procedures of the District. It is recommended that Districts cover the dinner cost for the District Commissioners.
- c) West Coast Area will cover the dinner cost for the Area Council members who are not covered by another level of Guiding.

The following people may be sent invitations and a complimentary ticket:

- Area Honorary Life Members
- Past Burnaby Royal, Fraser Delta, Vancouver and West Coast Area Commissioners and current Area Commissioners from Lions, Lougheed and Fraser Skies
- The Provincial Commissioner or her representative
- The Presidents of the West Coast Area Trefoil Guilds
- COMC, Hollyburn, and Guide House Chairs
- Special guests invited by Area Commissioner(s)

3. Youth Awards Event

The Area Youth Awards Event(s) will be held annually to honour those girls who have achieved their Canada Cord and Trailblazer Leadership Award (Gold). Additional awards may be presented if appropriate.

- a. The Youth Awards Event(s) is to be organized and hosted by the Special Events Committee.
- b. West Coast Area would like to be informed of girls who have completed their Bronze, Silver, or Gold Duke of Edinburgh Awards.

Commissioner Allowance

March 27, 2015

The Area Commissioner may receive an allowance up to \$500/ year to help cover miscellaneous expenses that are not included in expense claims. This may include cost of transit, parking, use of personal computer supplies etc. The allowance will be paid twice yearly, with \$250 in January and \$250 in July. In the event of Co-Commissioners, the amount will be shared and the semi-annual payment to each will be \$125.

Area Thinking Day

November 26, 2009

A West Coast Area Thinking Day event will be held at the discretion of the Area Council. The planning is to begin by October of the year prior to the event.

Muriel Murray Restricted Fund

October 26, 2017

Muriel Murray of Southridge District left a legacy gift of \$15,000 to West Coast Area. The Muriel Murray Legacy Fund will be used for groups of West Coast Area girls to gain watercraft skills and/or enhance their watercraft experience. A total of \$1,000 per year is to be divided among successful applicants, with an application deadline of December 31st each year.

The Legacy Fund will be implemented in September 2017. Successful applicants will receive any legacy funds only after approval of their Safe Guide forms by the Water Activity assessor. If an activity is not approved, the funds will go back into the \$1,000 total for redistribution.

Reviewed: March 27, 2014
 September 24, 2015
 October 27, 2016
 October 26, 2017
 October 25, 2018
 February 25, 2019

Hilary Feldman and Elaine Lake
Name

Co-Commissioners, West Coast Area
Position on Council