

GIRL GUIDES OF CANADA - LOUGHEED AREA
AREA PROCEDURES
SEPTEMBER 1ST, 2025 TO AUGUST 31ST, 2026

AREA COUNCIL

1. Area Council consists of the following positions:

- ✓ Commissioner – vote
- ✓ Deputy(ies) – one vote
- ✓ Finance Liaison – vote
- ✓ Secretary – non-voting
- ✓ 9 District Commissioners - Voting:
Alouette, Chimo, Como Lake, Eagle Mountain, Haney, Hyde Creek, Mission, Mundy Lake, and Pitt Meadows
- ✓ 4 Standing Committee Advisers - Voting:
Camping, Program, Public Relations, Training

2. Monthly District reports

- a) District Commissioners are to:
 - ✓ hold regular meetings and/or have regular communication with the members of their district;
 - ✓ provide copies of District meeting minutes to Area Commissioner and Deputy Commissioners;
 - ✓ submit monthly written reports of district activities one week prior to Area Council Meetings. Report to be sent to Area Commissioner, Deputy Commissioner(s) and Area Secretary;
 - ✓ provide monthly financial reports to the Area Financial Liaison or designate.
- b) Standing Committee Advisers are to:
 - ✓ Hold regular meetings and/or have regular communication with members of their committees. These include District Advisers as well as Area Advisers that report to the committee. Committees that have Area Advisers reporting to them are:
Area Commissioner (AC) or Deputy AC: Awards, Link and Trefoil
Public Relations: Website, Social Media
Finance: Properties, Cookies
 - ✓ provide copies of Committee meeting minutes to Area Commissioner, Deputy Commissioners;
 - ✓ obtain reports from all Area Advisers that report to their committee and compile into a single report for Area meetings;
 - ✓ submit monthly written reports of committee activities one week prior to Area Council Meetings. Report to be sent to Area Commissioner, Deputy Commissioners and Area Secretary.
- c) Finance Liaison
 - ✓ Submit monthly written report of activities prior to Area Council meetings to Area Commissioner, Deputy Commissioners and Area Secretary
 - ✓ Submit budget reports on a regular basis to Area Commissioner, Deputy Commissioners and Area Secretary.

3. Terms of Reference

- a) Area Council "Terms of Reference" Guidelines shall be reviewed and approved annually at the October Area meeting.
- b) All Committees "Terms of Reference" Guidelines shall be reviewed bi-annually, by the committee & approved by Area Council.

4. New DC Selections

The process for Selecting New District Commissioners and Advisers/Support Staff: The Liaising Deputy has the role to complete the process. A request for nominations goes out to the whole District in question. If for an Area position, request for nominations goes to everyone in the Area. Nominations come in to the Deputy, and she holds a selections meeting. Nominations and selection meetings are confidential, and once a person is selected, she is asked, and either accepts or declines. The process continues until someone is appointed.

5. Registration Procedures

- a) Registration is submitted on line. Subsidy is applied for at time of registration. If additional subsidy is requested the parent communicates by emailing the CCC (Customer Care Centre) team at info@girguides.ca.
- b) If wishing paper registration this is handled by emailing the CCC (Customer Care Centre) team at info@girlguides.ca.

6. District Boundaries

- a) Electronic Copy of Area Map will be added on the Lougheed Area website
Boundaries for the Area are as follows:
 - West: North Road, divides Lougheed Area from West Coast Area
 - East: Boundary ends just past Deroche at Harrison River
 - North: Natural boundary is the Mountain Range
 - South: The Fraser River
- b) Boundaries of the Districts:
 - Mission: between the Fraser River and Mountains; west boundary is Stave River to Deroche, BC
 - Alouette: between the Fraser River and Mountains; west boundary is 228 St, to the Maple Ridge boundary in the east at 287 St
 - Haney: boundary of the City of Pitt Meadows to 228 St
 - Pitt Meadows: City of Pitt Meadows
 - Chimo: west boundary is Coquitlam River; south and east boundary is Pitt River and the north boundary is Lougheed Hwy
 - Hyde Creek: north of Lougheed Hwy; west boundary is Coquitlam River; east boundary is Pitt River
 - Eagle Mountain: north boundary is mountains; east boundary is Coquitlam River; west boundary is Indian Arm (ocean) and south boundary is St John's / Barnet Hwy / Lougheed Hwy.
 - Mundy Lake: north boundary is St John's / Barnet Hwy / Lougheed Hwy.; east boundary is Coquitlam River, south boundary is Fraser River and west boundary is Gatensbury St and Marmont St as they run north and south
 - Como Lake: west boundary of North Road; east boundary is Gatensbury St and Marmont St as they run north and south; north boundary is Burrard Inlet and south is Fraser River

7. Receipts/invoices for all Area expenses

- a) For committees, events, trainings, conferences, travel, etc.;
- b) Must be submitted on approved expense form along with receipts to the Area Bookkeeper within **30 days**. If not payment will be forfeited;
- c) Prior approval of expenses must be obtained prior to submission.
- d) Submission will follow Girl Guides of Canada National Financial Process for Areas; Bookkeeper to Financial Liaison to Area Commissioner to Accounts Payable (or back to bookkeeper for transfers).

8. Voting Procedures

- a) Quorum for Area Meetings is 50% plus 1 of voting positions (Area Commissioner, 1 Deputy Area Commissioner, Finance Liaison, 1 District Commissioner per District, Program, Training, Camping, and PR Advisers).
- b) Each District Commissioner and each Standing Committee Adviser should try to attend every Area meeting. A Deputy District Commissioner and/or Adviser Committee member(s) may attend in their place. Their attendance is necessary in case of a vote

✓ ADMINISTRATIVE PROCEDURES

✓ FINANCES

1. Loughed Area Fiscal year

- a) September 1 to August 31 - This fiscal year applies to Area Council
- b) September 1 – August 31 - Districts Unit and Trips Councils within Loughed Area. Year end reconciliation due June 30th prior to August 31st year end.

2. Minimum cash balances to be held

- a) The Area Finance Liaison is to ensure that **9 months'** worth of operating expenses for the Area General and Camp Kanaka Operating funds remain in Area bank accounts / investments, in reserve, in case of a financial emergency.

3. Bank accounts

- a) All bank and investment accounts for Guiding monies in Girl Guides of Canada - Loughed Area are created and managed by Girl Guides of Canada.
 - Loughed Area account and Camp Kanaka account are overseen by the Girl Guides of Canada Financial Process for Area.
 - Loughed Area Districts, Units, Trips, Trefoil Guilds (if they have one), are overseen by Girl Guides of Canada Unified Banking.
- b) Each iMIS registered Unit, District, International Trip, and Trefoil Guild (if they require one) within Loughed Area will have an individual account assigned by Girl Guides of Canada via Unified Banking.

4. Capital Expenditures

- a) If over **\$5,000.00**, a minimum of **3 quotes** must be obtained, and voted on by Area Council. If getting 3 quotes is unattainable, due to time restraint for Girl Guides or the contractor/company then it must be voted on by the executive committee or Area Council.

5. Review of Financial records

- a) District and unit financial records are to be reconciled as per Girl Guides of Canada Treasurers Handbook Unified Banking and are due by June 30th and submitted to Unified Banking staff.
- b) Districts need to provide View Only ability in Unified Banking to Area Financial Liaison or her designate & their District Commissioner(s).
- c) Units need to provide View Only ability in Unified Banking to their District Treasurer or her designate & all their unit Guiders.
- d) Trips need to provide View Only ability in Unified Banking to their District Treasurer, Area Financial Liaison, Area Trip Planning & Support Liaison, & the Area Fundraising Approver (AFA) or any of their designates as well as their trip unit Guiders.
- e) Trefoil Guilds (if they have a bank account) need to provide View Only ability in Unified Banking to Area Financial Liaison or her designate & their Guild Members.
- f) Financial records of Camp Kanaka are overseen by Loughed Area Bookkeeper and manage via Girl Guides of Canada National Financial Process for Area

- g) Financial records of Lougheed Area are overseen by Lougheed Area Bookkeeper and manage via Girl Guides of Canada National Financial Process for Area

6. Area Events

- a) The organizer of an Area Event (camping/training/etc.) must submit an event draft budget to the Area Commissioner & Area Financial Liaison prior to the finalization of event details and the event being opened up for registration (this is for area budgeting purposes).

7. Area Hosted Events

- a) The organizer of the event (camp/training/etc.) being Hosted by Lougheed Area must submit a budget to the Area Commissioner & Area Financial Liaison (who will forward a copy to the Area bookkeeper).
- b) New accounts (revenue & expense) need to be created to run the accounting through our Area books for any Area hosted events.
- c) Lougheed Area is NOT responsible to cover any deficit.
- d) Prior to the event it needs to be determined who is covering any deficit should it occur, or if there is money left over after all expenses paid where does the surplus go.

8. Insurance

- a) When using facilities where proof of insurance is required, the certificate of insurance indicating that Girl Guides carries liability insurance can be requested from BFL CANADA Risk and Insurance Services Inc. in Toronto (full address available on INS.02). This process takes up to 7 days;
- b) All council members should be familiar with the Girl Guides of Canada accident insurance plan;
- c) Appropriate insurance shall be maintained and reviewed for any capital investments
- d) Districts are responsible for purchasing insurance for district equipment. Contact Area Commissioner or Area Financial Liaison for details on who to purchase it from.

REGISTRATION

9. Registration fees for Sept 1, 2025 to Aug 31, 2026 Guiding year (also Area fiscal year).

Please notice that the fees paid cover registration and insurance from September 1st to August 31st (the date that girls are effectively removed from IMIS). These are Registered Girls, thus covered by GGC insurance.

- a) Registration amounts and breakdown: (Note: the National Registration Fee for active registered Adults Members is paid for by BC Council – see sections 7h. & 7i.)

<u>Breakdown</u>	<u>Girl/Trex</u>	<u>Ranger, Jr. Leader</u>	<u>Bridging</u>	<u>Adult</u>
National	80.00	80.00	80.00	80.00
Province	30.00	30.00		0.00
Lougheed Area:				
Area Administration	24.00			
Districts / Units split as per District Directives	21.00	45.00	0.00	0.00
Total registration	155.00	155.00	80.00	80.00

- b) Rangers in Trex Units (that are not also registered in a Ranger unit) can apply to Area to have the \$45 of their registration fee transferred to their District to be dispersed as per their District Directives for District/Unit split.
- c) Due to the fact that National doesn't take into account that for Rangers there is a different fee split than the other levels (they allocate the same for Rangers as the other levels), the Area Financial Liaison needs to determine what money transfers need to take place with Area to units & Districts to units as far as Ranger members are concerned. Emails are then sent to the Districts (District Commissioner & District Treasurer) & the Area Bookkeeper with all the information (as to the unit name/UB #/amount) of what transfers need to take place. An email is also sent to these units (Unit Contact Guider & Unit Treasurer) affected as to what money will be transferred into their account & from whom.
- d) Districts are to set their own dues schedule; and storage fees as appropriate. Trex girls (Ranger age) are considered youth members, so Districts should take this into consideration when calculating their fees, so all girls are paying the same;
- e) Recipients of the Honorary Life and those members who have their birthdate listed in IMIS who are over 75 years old, do not have to pay registration fees;
- f) Bridging Members will have their membership fees paid by Province. Paper registration will be required in order to process the \$80 National fee. No additional fee is required;
- g) Unit Guiders will have their fees paid by BC Girl Guides.
- h) Commissioners and Deputy Commissioners, Treasurers, and members who are exempt from a police records check (PRC) due to long-term health circumstances will have their fees waived.
- i) Other adult members, including District Guiders, Trefoil Guild members, Link members, and committee members, may choose to volunteer with girls or pay their membership fee. BC Council will pay the membership fee for volunteers who work with girls beyond the regular Unit Guider role, if they are supporting girls at least eight times throughout the Guiding year (approximately once per month during the Guiding year).
- j) If an adult member is unable to volunteer with girls, or does not wish to do so, they will be expected to pay the annual membership fee.
- k) If an adult member must pay their membership fee (as outlined by the National Policy) then it can be done using the "Online Membership Payment Form" or if you want to pay by cheque use the "BC Membership Fee Payment Form". Membership fees must be paid by the end of October.
- l) Registration fees for 2026/2027 Guiding year to be determined after the June 2026 Area AGM (breakdown determined during 2026/2027 Area budget process);
- m) When Late Registration results in a reduction of registration fee left for Area/District/Unit the District/Unit amount will be paid first, if any balance is left that will go to Area.

COOKIES AND FUNDRAISING

10. Classic and Chocolate Mint Cookies

- a) Cookie revenues breakdown:

	<u>Per Case</u>
Sale Price	72.00 (\$6.00 a box)
<i>Districts'/units' portion</i>	15.25
<i>Area portion</i>	5.50
Breakdown of revenue	
Guaranteed Unit Share (G.U.S.)	11.00

District Distribution		4.25
Area Portion		5.50
Area portion helps pay for such things as: -area cookie incentive rebates -weekend/water campership subsidies -per person per night campership subsidies -other area expenses		
Provincial Portion	For event/camp support	12.75
National Portion	For payment to Dare	38.50

b) Cookie Rebate available to Units

- of the Area portion (\$5.50) from the sale of a case of cookies, \$3.25/case of this goes towards the Area Cookie Incentive for eligible units that apply.
- Is **\$3.25** per case and is available on all cases over 3 per girls;
- Note: 3 cases per girl relates to the individual campaign as well as the total number of girls in the unit, not the individual girl selling the cookies. eg – if a unit of 5 requests the cookie rebate for Chocolate Mint Cookies, they need to sell more than 15 cases of Mint cookies to qualify for the rebate;
- Request for rebate by trip units: Girls must have sold at least the required 3 cases of cookies in their regular unit for them to be eligible for receiving any rebate from trip cookies;
- The cookie incentive rebate form has been revamped into a specialized spreadsheet format by District. This form is to be used when applying for Cookie Rebates. District Commissioners to verify unit numbers & cases sold before submitting to Area Financial Liaison/Treasurer.
- Application for cookie rebates must be made per campaign and must be approved by Area Financial Liaison/Treasurer or designate by the Due Date;
- Full details on application form (available on Area Website). Details of specific fundraising purpose is required;
- Cookie Sales Rebate request deadlines:

<u>Campaign</u>	<u>Deadline date</u>
Classic Cookies	April 30
Chocolate Mint Cookies	October 31

Minimum Orders

Unit level - 6 cases of cookies per girl (within the unit applying for the cookie rebate), per year between the Classic and Mint campaigns

- Area council encourages cookie sales by girls through door to door sales, cookie blitzes, and District and Unit sales. Be creative in your sales as long as you are within the Guiding guidelines. Internet sales are not allowed.

c) **Stolen Cookies**

- In the event that Girl Guide Cookies are stolen and a Police Report Number can be produced, Loughheed Area agrees to forgo their portion of the profits for the cases in question and additionally agrees to cover up to 50% of the cost of the stolen cookies that is to be forwarded to Province. (Allows Units not to suffer financial hardships).

11. Fundraising activities

- a) Refer to National & Provincial Guidelines before commencing any fundraising activities. These Guidelines include a **minimum** of 25% of the total amount fundraised must be through cookie sales.
- b) The Area Fundraising Approver(s) (AFA) will be the Area Commissioner or delegate.
- c) FR.1 Approval Process in BC:
 1. All FR.1s must be submitted to the new centralized FR.1 email address: bc-FR1@girlguides.ca
 2. FR.1s will then be forwarded to the appropriate Area Fundraising Approver (or their designate) for review & approval.
 3. The Area Fundraising Approver (AFA) will return the FR.1s to the FR.1 Coordinator who will save a copy & return it to the submitter.
 4. Those FR.1s requiring PC approval will be sent by the FR.1 Coordinator for PC approval as well.
 5. The approved FR.1 forms will be saved centrally for easy reference & recordkeeping.
- d) A report will be prepared by the AFA and submitted for each area council meeting for recording in the minutes. The AFA(s) will report to the Area Commissioner. The FR.1 Coordinator will support the AFA(s) with any questions/concerns pertaining to fundraising.
- e) The **minimum** 25% of fundraising through cookie sales guideline must be strictly adhered to.
- f) Prior Area Council approval and/or knowledge of is required for grant applications or donations requested by Guiders or presented to any Guiding Member or Unit. This is mandatory as it will determine where the grant and/or donation paperwork is sent.

TRAVEL AND EVENTS

12. Mileage Allowance

- a) **\$0.70** per km when driving on Area Council business
- b) Requests to be made on Expense Reimbursement form (available on Area Website)

13. Uber/Lyft/Taxi Expense

- a) **With prior approval from the AC, if as a last resort an Area member needs to take a taxi/lyft/uber to an event they need to attend, area will cover the expense of the trip, but not any tips.**

14. Travel / Event subsidy (form can be found on area website & must be accompanied by any additional paperwork as indicated on the form)

- a) Selected Provincial & Inter Area Events (i.e. Seaside Fun, Mix It Up, Ranger Revolution, Pathfinder Summit)
 - **25% of the event fee up to \$250.00** for girls & adult members attending
 - Excluding Inter-Provincial Camps and other similar Provincial events
- b) Selected International, National, and Inter-Provincial events
 - **35% of the event fee up to \$800.00** for girl members
 - Calculated after National and Provincial assistance has been deducted
 - Not available if separate or special Area subsidy is available
- c) Non-selected events
 - **15% of travel costs up to \$150.00** for girl members
 - Not available for Lower Mainland event travel
 - If Provincial travel funding is not applicable
- d) Invitational and independent patrol trips

- Will be judged on their own merit for possible Area assistance; for trips within North America and Mexico - \$75; all others up to \$100. There may be an opportunity for discussions to increase the amount of assistance given. Bank Transfer will be initiated by Area to be transferred to trip account in year of trip.
 - Application (accompanied by a budget) must be made by March 1st of the year preceding the trip
- e) Inter-Provincial Camps and other similar Provincial events
- Subsidies for Inter-Provincial Camps and other similar Provincial events will be made during the previous year's Budget discussions and will be on a year by year basis.

15. Crests

- a) Members (girl or Guider) attending a Guiding event outside Loughheed Area (camp or conference) may receive 3 Loughheed Area crests each. Additional Crests may be purchased for \$2.25 each.
- b) Crests for Inter-Provincial Camps or other longer duration events may be dealt with on a case by case basis. If a special crest is created for the event, then the first crest will be free and any additional crests may be purchased at cost.
- c) With special Loughheed Area event crests, e.g. event crests, participants will receive one free crest. Additional may be purchased at cost through a pre-order.

16. Area sponsored events

- a) Finances to be run through Area account.
- b) Event organizer must submit a budget to the Area Commissioner & Area Financial Liaison a minimum of 1 month prior to the event.
- c) Area Advances are available to cover expenses
 - a. Requests for Area Advances must be submitted, with event budget, to Area Finance Liaison and Area Bookkeeper (allowing two weeks for funds transfer request to be initiated)
 - b. Responsible Guider / Responsible Commissioner to approve all expenses prior to payment by Area Bookkeeper.
- d) Reporting to Area after the event is to be submitted within 14 days of the event.
 - a. An itemized listing of all participants
 - b. A report of Income and Expenses
 - c. Transfer to Area of funds balance on any money advances along with supporting documentation.
 - d. Submit all receipts/expenses to be reimbursed.
- e) Area will invoice Units / Districts for all participants to request transfer of payment.

Inter-Provincial/Invitational and Independent InterProvincial and International Trip Finance Procedures

- a) Independent International trips are required to register as extra ops units
- b) Independent trip plans are to be sent to the Area Trip Planning & Support Liaison no less than once every two months so she is aware of the trip planning progress and can offer assistance to the Guiders/girls.
- c) Area will underwrite the amount of the required Emergency fund for invitational and independent International trips, as laid out in the International Trip budgeting paperwork.
 - The Area International Adviser must approve the amount of potentially required emergency funds as listed in the budget paperwork and approve access to the funds if required.
 - In the event of an emergency where such funding is required, the funding will be drawn from the Area Travel/Event Fund

- Any emergency funding used must be paid back to Area within six months of the trip completion.
- d) These procedures are required by Area Council, in addition to the steps set up in the Provincial and National International Advisers handbook.
- e) As laid out in the handbook, before Planning begins the Responsible Guider is to submit the SG8 – Travel Preauthorization to the Provincial Trip Planning & Support person & the Area Trip Planning & Support Liaison
- f) FR.1 Approval Process in BC:
 - All FR.1s must be submitted to the new centralized FR.1 email address: bc-FR1@girlguides.ca
 - FR.1s will then be forwarded to the appropriate Area Fundraising Approver (or their designate) for review & approval.
 - The Area Fundraising Approver (AFA) will return the FR.1s to the FR.1 Coordinator who will save a copy & return it to the submitter.
 - Those FR.1s requiring PC approval will be sent by the FR.1 Coordinator for PC approval as well.
 - The approved FR.1 forms will be saved centrally for easy reference & recordkeeping.
- g) Once Area Council approval has been received using the FR1 – Application for Fundraising Approval, the Responsible Guider is to:
 - Submit a proposed budget to the Area Financial Liaison.
 - Funds specific to an Independent International trip must be deposited to the Girl Guides of Canada Unified bank account specific to this trip.
 - View Only ability for the trip account is to be granted to a District closely affiliated to the members participating in the trip, Loughheed Area Financial Liaison, Loughheed Area Commissioner, Loughheed Area Trip Planning & Support Liaison, and Loughheed Area Fundraising Approver (AFA).
 - A final financial report must be provided to the Area Finance Liaison within 60 days of the group's return.
 - All financial records for these types of trips including documentation of fund raising and expenditure receipts must follow Unified Banking Procedures & Provincial Accounting Procedures for trips.

APPRECIATION, RECOGNITION & AWARDS

17. Insignia, Pins and Awards

- a) **100%** of cost of all training pins and appointment pins for Area Council members and Area Committee members are covered by Area
- b) **100%** of cost of all awards requiring National Awards Committee approval (i.e. Merit Awards, Provincial Awards, Area Awards and the Unit Guider Awards)
- c) **100%** of cost of membership pins for all Area Council members at five-year increments starting at year five. Area Council will pay for and present membership pins for 25 years and up to Area adult members, at five-year increments up to & including 45 years. These will be presented at either a regional awards banquet or AGM.
- d) **100%** of cost of Gold Thanks pins initiated by Area Council (excluding those initiated by District Commissioners for District level presentation). All Awards are submitted through the portal (in Member Zone under Opportunities/Recognition/Member Awards) and approved by the National Awards Committee.

18. Youth Achievement Awards

- a) Full cost of hosting the Loughheed Area Youth Achievement Awards Ceremony will be funded by Area, up to the budgeted amount.
- b) Above budgeted amount will be split between districts based on number of participants.

- c) Pins and Ribbons will be ordered by Area Council and paid for by Area Council

19. Guider Appreciation / Networking Events

- a) Area Guider Appreciation / Networking Events will be subsidized by Area to a maximum budgeted amount.
- b) The event(s) are to alternate between the east and west.
- c) Full fee will be funded by Area for the Area Commissioner, Deputies and Area Awards Specialist (if awards are being presented). Half (1/2) the fee will be paid for Advisers on Area Standing Committees (i.e. Camping, Program, Public Relations, and Training).

20. Del Gardiner Award Fund

- a) Restricted internal fund
 - This fund was established in October 2001 through "In Memory" donations to honour a long standing and dedicated Guider.
 - To award Area Pathfinders, Rangers, and Guiders of Loughheed Area who give exemplary service and exhibit the true spirit of Guiding.
 - Currently award is in the form of a specially designed Area "Thanks Pin"

SUBSIDIES

21. Area Commissioner's discretionary funding

- a) Area Commissioner has discretion to approve additional subsidy assistance in circumstances where funding is needed and confidentiality is required.

22. Uniform subsidy

- a) Full cost of the official uniform for Area Commissioner(s) and Deputy Area Commissioner(s), once only
- b) **\$50.00** towards one uniform piece for Area trainers, once every 5 years
- c) **25%** of cost of an official shirt for Area Council members, once only (other than Area Commissioners and Deputies)

23. Cookie Fund – Girl Support – Registration

Cookie Fund – Member Support – Events

- a) Established with the 2012 cookie profit breakdown as noted by National for member subsidies.
- b) Registration – Subsidy is offered and calculated via Girl Guides of Canada Subsidy Application. Area will be invoiced for up to 100% of registration.
- c) Member Support – Events - A maximum subsidy of **\$100.00** per Guiding (Sept. 1 – Aug. 31) year per active Loughheed Area Member to attend various camps or events, girls can request part of these funds be used for uniform purchase, this is up to the area budgeted amount.
- d) Is normally not available to any participant of an event subsidized through any other Area subsidy program (i.e. Event/Travel Fund); however can be assessed on an individual basis if needed (Commissioner's Discretionary Funds)
- e) Full details on application form (available on Area Website).

24. Cookie Fund Campership Subsidy – Camp Kanaka

- a) For Loughheed Area Members only
- b) For each weekend booking at Camp Kanaka by a District or Unit the following campership amounts maybe deducted from their rental booking fees:
 - Loughheed Lodge \$175.00/ per weekend + \$25 water fee
 - Tillicum \$150.00/ per weekend + \$25 water fee
 - Naka Naka Naka \$125.00/ per weekend + \$25 water fee

Serenity \$ 100.00/ per weekend + \$25 water fee

25. Registration Proceeds Subsidy – Camp Kanaka

- a) For Loughheed Area members only
- b) For each weekend booking at Camp Kanaka by a District or Unit the following campership amounts will be deducted from their rental booking fees:

Loughheed Lodge	\$4.00 / person / night
Tillicum	\$4.00 / person / night
Naka Naka Naka	\$5.00 / person / night
Serenity	\$5.00 / person / night

26. Ed Unger Bursary Fund (Camp / Event Subsidy)

- a) Restricted internal fund
 - Established by a donation from Ed Unger, building contractor of Loughheed Lodge
 - Maintained from donations and allocations from General funds
 - A maximum subsidy of **\$100.00** per Guiding (Sept. 1 – Aug. 31) year per girl to attend various camps or events
 - Is normally not available to any participant of an event subsidized through any other Area subsidy program (i.e. Event/Travel Fund); however can be assessed on an individual basis if needed (Commissioner's Discretionary Funds)
 - Full details on application form (available on Area Website)

TRAINING SUBSIDIES

27. Provincial Conferences/workshops subsidy:

- a) Registration fees, **up to \$150.00**, for all registered Adult members within Loughheed Area and/or approved delegates. The amount for each event (whether a Conference, Workshop or Event) will be listed in the Expression of Interest.
- b) Registration fees for one delegate per District for the Provincial Commissioner's Conference, the registration fees for any additional delegates will be charged back to their Districts
- c) Subsidy must be approved by Area Council prior to registration
- d) Applicant may be asked to reimburse Area the amount of the subsidy if they do not give sufficient notice and reason for not attending the event; or if the delegate does not attend for the entire event.
- e) If Loughheed Area covers the fee to attend a Conference/Workshop; it is expected that the Guider will assist other Loughheed Area members with Events/Activities and to be a Resource Guider to Districts within the Area.

28. Training Fees / Subsidy

- a) Prior approval **MUST** be obtained from Area Training Adviser.
- b) Upon successful completion of training Certificates, Receipts and iMIS number must be forwarded within 60 days to District Commissioner and Area Training Adviser. Area Training Adviser will arrange input into iMIS.
- c) The cost of training for out of area members should be determined on a cost recovery basis for day and weekend trainings. The cost of the training is to include cost of the venue and will be posted on the website.
- d) Loughheed Area hosted trainings
 - Districts will be billed for non-notifications and will be based upon the following:

<u>Training type</u>	<u>Fee</u>
Evening	\$10.00
One-day	\$10.00
Weekend	\$35.00

- Out of Area Guiders:

<u>Training type</u>	<u>Non-refundable fee</u>
Evening	\$10.00
One-day	Cost Recovery Only
Weekend	Cost Recovery Only

- TEAM Training, Dogwood and Beyond Dogwood trainings hosted by other Areas or Province
 - **100% of participant fee**, excluding travel, for Area registered Guiders;
- Emergency or Standard First Aid trainings
 - **75% of participant fee**, excluding travel, will be paid to any Guider whose IMIS home is within Loughheed Area;
 - First Aid Training is renewed every three years or upon the first aid certificate expiry date
 - Standard First Aid will only be reimbursed for Guiders who require it for their Guiding position
- Wilderness First Aid trainings
 - **50% of participant fee**, excluding travel, will be paid to any Guider whose IMIS home is within Loughheed Area; after receiving Provincial assistance;
 - Wilderness First Aid Training is renewed every three years or upon the first aid certificate expiry date.
 - Wilderness First Aid will only be reimbursed for Guiders who require it for their Guiding position.
 - The Member who obtains this training will be called upon to make use of it to Guiding during its certification term.
- Mental Health First Aid Supporting Youth Certificate (for International Travel > 72 hours)
 - Required for at least 1 Guider per trip
 - A 10-hour, in-depth training by the Opening Minds (Mental Health Commission of Canada) which includes self-directed and live, online learning.
 - Area subsidy only available for 1 Guider per trip
 - Cost of training to be covered as follows:
 - Trip unit covers 50% of cost
 - The remaining 50% of the cost will be covered as follows:
 - Area – 2/5
 - District – 2/5
 - Guider – 1/5
 - For example:
 - If the training costs \$250 it would be paid out as follows:
 - Trip Unit > \$125
 - Area > \$50
 - District > \$50
 - Guider > \$25
- Waterfront training
 - **\$50.00 of participant fee**, excluding travel, will be paid to any Guider or Youth Member whose IMIS home is within Loughheed Area; and are 16 years and older;
 - The Member who obtains this training, will be called upon to make use of it to Guiding during its certification term.
- Food Safe trainings

- **50% of participant fee** will be paid to any Guider whose IMIS home is within Lougheed Area;
- Maximum of 1 Guider per unit per year
- Supplementary Guiding related trainings
 - **75% of participant fee** will be paid to any Guider whose IMIS home is within Lougheed Area;
- OAL Adventure Module 8 Trainings (under OAL3 Adventure in Budget)
 - Lougheed Area will subsidize up to **\$50/night to a maximum of \$250.00** (for 5 nights) budget permitting, towards the completion of OAL Adventure Module 8 (5-night expedition) per registered Lougheed Area Guiding Member; excluding travel & after receiving Provincial assistance & not to exceed total cost of the training.
 - Those Guiders who participate in the Module 8 Training, will be expected to lead or assist at Area Events and to be a Resource Guider to the Districts within Lougheed Area.
- Specialized Outdoor trainings
 - **50% of participant fee up to \$75 once per year**, excluding travel, will be paid to any Guider whose IMIS home is within Lougheed Area; after receiving Provincial assistance;
 - The Member who obtains this training will be called upon to make use of it to Guiding during its certification term.

EDUCATION BURSARIES

Information applicable to the Lougheed Area Bursaries, the Donna Kaytor Bursary, and the Paddy Mantle Bursary. See additional information on each individual bursary below.

Applications for the Lougheed Area Bursaries, the Donna Kaytor Bursary, and the Paddy Mantle Bursary can be found on the BC Girl Guide Council website under Member Services/Membership/Awards & Recognition/Scholarships.

To be eligible for these bursaries the applicant must:

1. Be a registered, active member of Girl Guides of Canada - Guides du Canada, Lougheed Area.
2. Be planning to attend any public or private post-secondary institution (vocational school, community college, technical institute, junior college or university) within Canada.

NOTE: Each eligible bursary may be awarded once as a girl and once as an adult member.

OBJECTIVES:

- To recognize the contributions of active members and to offer financial assistance towards education in a field that will enhance the life of the recipient.
- To further promote the Mission and Values of the Girl Guides of Canada - Guides du Canada.
- To encourage education/training for members of Girl Guides of Canada- Guides du Canada at a post-secondary institution.
- To increase awareness of Girl Guides of Canada - Guides du Canada in the community.

REQUIREMENTS:

- The applicant must be an active member of Guiding within Loughheed Area for the previous 3 years, as a minimum.
- The bursary is conditional upon enrolment at a Canadian post-secondary institution of the applicant's choice.
- This bursary will be awarded only when the following have been received by the Area Awards Specialist
 - proof of enrolment in the form of a receipt for tuition paid
 - recipients Social Insurance number
- Proof of enrolment must be received by December 15th of current year.

Candidates will be evaluated on the following:

- Guiding involvement
- Volunteer and Service involvement
- Additional interests and activities
- Reference letter from inside Guiding
- Reference letter from outside Guiding
- Applicant's letter on how Guiding has enriched your life, influenced your personal growth and how it has shaped your future plans.

DEADLINE FOR APPLICATION AND ALL SUPPORTING DOCUMENTS:
5:00 PM ON MAY 15TH

29. Donna Kaytor Bursary Fund

Restricted internal fund

- Established in 1992 at a Division level as the 'Burke Mountain Bursary' and at the dissolution of the Division was transferred to Loughheed Area and re-named to honor the last Burke Mountain Commissioner.
- One, **\$750.00** bursary awarded to a graduating girl or adult member where their IMIS home is any one of the following: Chimo, Hyde Creek or Eagle Mountain Districts and are pursuing post-secondary education.
- Maintenance to be determined by the members of Chimo, Hyde Creek, and Eagle Mountain Districts as the need arises, with the allowance for a minimum of two years' worth of bursary money to be maintained in the fund at all times.

30. Paddy Mantle Bursary Fund

Restricted internal fund

- Established in 1995 at a Division level, and at the dissolution of the Division transferred to Loughheed Area
- One **\$750.00** bursary to an active adult or girl member where their IMIS home is any one of the following: Pitt Meadows, Haney, or Alouette Districts and are pursuing post-secondary education
- Maintenance to be determined by the members of Alouette, Pitt Meadows, and Haney Districts as the need arises with the allowance for a minimum of two years' worth of bursary money to be maintained in the fund at all times.

31. Lougheed Area Bursary

Budgeted line amount of \$1500

- Two (2), **\$750.00** bursaries each are awarded per year to a Guiding member, girl or adult, who is an active member of Guiding in Lougheed Area, pursuing post-secondary education
- Amount for these two bursaries is to be included in the annual budget each year. If not awarded, the money is to be returned to the general funds

CAMPING EQUIPMENT

- 32.** Area camping equipment has been purchased with the intention of promoting adventure camping, adventure tripping, and outdoor adventures for members of girl guides of Canada in Lougheed Area (and Province upon request)
- 33.** There will be a Cleaning fee of \$25 should the equipment not be returned clean and dry.
- 34.** If the equipment is returned with more than expected wear and tear as determined by the camping advisor(s), there will be a \$50 charge for this.
- 35.** Should the equipment be returned after the scheduled return date there will be a \$5 a day late fee applied until the equipment is returned.
- 36.** Any charges (cleaning fee / wear & tear / late fees) will be billed to the applicable district.