



## West Coast Area Procedures and Guidelines

October 27, 2011

The following procedures and guidelines are initiated by West Coast Area Council and are in addition to the 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/](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](http://www.bc-girlguides.org/wp-content/uploads/BC-Council-Standards_May2011.pdf)

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

Date Originated/last Modified

### **MEMBERSHIP FEES:**

**November 26, 2009/  
Oct 27, 2011**

Effective September 2011, there will be one Membership Fee across British Columbia (\$95). In addition to the provincially set fee, the Area can request an additional payment to cover the cost of facilities.

The Membership Fee of \$95 for Girls in West Coast Area includes:

- \$50 National Fee
- \$20 COMC
- \$5 Area
- \$5 Facility fee
- \$15 District/Unit

There is an additional \$5 Area facility fee. The total amount for registration plus additional area facility fee is \$100.

The facility fees is used to help offset the cost of rental for meeting space, honorariums paid to churches, rental fees for schools, and the rental for the Area Storage lockers.

### **The total fees payable at registration will be \$95 + \$5 (total \$100) / Girl**

When a girl joins part way through the year

- Prior to the 1st count – full fees will be charged
- After the 1st count, prior to 2nd count - \$50 National fee plus a portion of the \$15 District/Unit fee to be prorated at the discretion of the District
- After the 2nd count – the \$15 District/Unit fee to be prorated at the discretion of the District

NOTE: iMIS needs to be updated as soon as the girl is registered. You must not hold the paperwork to avoid paying the membership fees.

The National fee for Adult members will be paid by BC Council. West Coast Area council will pay the National fee for transitioning members.

When a girl requires a subsidy, the family will pay what they can to the Unit. The Unit Guider will complete the request for membership subsidy form, the District Commissioner will approve the subsidy and forward the request to the Area Commissioner. Area and District and possibly the Unit will waive their portion of the membership fees and the Area will cover up to the cost of the National fee and COMC assessment.



## West Coast Area Procedures and Guidelines

October 27, 2011

### **COOKIES:**

**November 26, 2009/  
September 29, 2011**

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

For 2011, the cookie revenue will be distributed as follows:

\$30.50 – to National and Province

\$ 4.00 – to West Coast Area

\$13.50 – to the Districts to be shared with the units based on their guidelines. The unit is to receive a minimum \$10/case

Effective 2012, 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

### **Cookie selling procedures:**

As a courtesy, units are encouraged to sell cookies publicly within their own District for the first month of cookie selling campaigns. Before making arrangements to do public cookie selling, contact the District Commissioner or designate that the proposed cookie selling location lies within (if on a District boundary, contact the Commissioner or designate of both Districts) to request permission to sell cookies at the location and check for other groups that may have already booked that location.

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 executive assistance at Provincial Guide House

### **FINANCIAL SUPPORT FOR TRAVELING MEMBERS:**

**November 26, 2009/  
Aug 25, 2011**

**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***

West Coast Area Council will:

- pay program fees, airfare and cancellation insurance (incl. taxes) for the Guiders
- cover the Emergency Fund as per National Formula
- will work with the trip planners to determine how financial assistance will be available to the girls. (this could be through the process stated below or could be through a fixed subsidy towards the trip)



## West Coast Area Procedures and Guidelines

October 27, 2011

### ***Financial Assistance for Selected Events: The 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 \$5000 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 complete the Independent Trip request for Cookie Profit form and submit to the West Coast Area Council for review at an Area Meeting. Please ensure you provide sufficient lead time because these will NOT be approved by email vote. Invoicing to the District will be done based on the standard area profit sharing and West Coast Area will then issue a cheque back to the Unit or District for the Independent trip fund once confirming that the unit/group has made full payment to their District.
- The group will provide a financial trip report to WCA Council within 90 days of return.



## West Coast Area Procedures and Guidelines

October 27, 2011

### 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.

### CRESTS FOR TRAVELING MEMBERS:

**November 26, 2009**

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:

**November 26, 2009/  
October 21, 2010**

### 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 association with the Girl Guides movement. Winners are selected by the University in consultation with the West Coast Area Girl Guides Area Council.

### ELIZABETH ROGERS MUSIC SCHOLARSHIP FUND

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 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



## West Coast Area Procedures and Guidelines

October 27, 2011

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 \$5,100 with a maximum of \$300 per recipient. At the discretion of the West Coast Area Awards Committee, a maximum of seventeen (17) bursaries will be awarded as follows:

- Ten (10) bursaries for girl in Grade 12
- Five (5) bursaries for girls / young women between the ages of 18 – 24 (not in Grade 12)
- Two (2) bursaries for women age 25 or older

#### **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).
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, etc., that the girl / young adult will attend.
7. Grants must be applied to tuition and / or books
8. No Guiding member will receive a bursary in 2 consecutive years or 2 in one year.



## West Coast Area Procedures and Guidelines

October 27, 2011

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.

### FUNDING:

1. A fund of \$5,100 will be available – a maximum of 17 bursaries of \$300 each could be issued to qualifying applicants.
2. Each year the fund would be re-established to the \$5100. Based on the amount awarded the previous year, 50% will come from the Area Council and the other 50% will be split evenly among the Districts.

### PROCESS:

1. The West Coast Area Awards Committee will make selections.
2. The Awards Committee will work with the districts to decide who would make the school presentations.
3. Applications for the bursaries will be distributed through Guiding and information may also be available through the schools.
4. The District Commissioners will promote the bursaries to the girls. The Committee will send information to schools as requested.
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:

**November 26, 2009/  
April 15, 2010**

#### **Compass and Walkie Talkie Borrowing**

A refundable deposit of \$20.00 is required for borrowing compasses and walkie talkies. Deposit to be forfeited for late returns. The maximum borrowing time will be one week unless prior arrangements have been made. Any lost or damaged compasses must be replaced.

#### **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:**

Equipment owned by Area to be rented by members at the rate of \$5.00/use/tent and \$2.50/use/stove & lantern (when available). Refundable damage deposit of \$50.00/booking to be collected and returned upon inspection of returned equipment in good, dry, clean condition

#### **GPS Units:**

A refundable deposit of \$50.00 be paid for the use of the GPS units plus a \$5.00 per GPS unit user fee be charged. Refundable deposit will be returned upon return of all GPS units borrowed in good condition.

#### **Other:**

Full inventory of equipment and banners will be completed and additions to this section is required



## West Coast Area Procedures and Guidelines

October 27, 2011

### **CAMPERSHIPS:**

**November 26, 2009**

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.

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.

### **DONATIONS:**

**November 26, 2009**

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:**

**November 26, 2009/  
January 29, 2011**

All requests for fundraising must be approved by the Parent Council 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 \$5000 the request must be approved at the Area Council.

### **UNIFORM ASSISTANCE:**

**November 26, 2009/  
January 29/2011**

- 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.

### **CONFERENCE / TRAINING SUPPORT:**

**November 26, 2009/  
September 29, 2011**

1. **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.
2. **Guider conference** – in order to provide a consistent and fair method of financing the Guider conference fees, the area council will:
  - a. cover 50% of the cost
  - b. Charge districts 25% fee for each delegate from that district
  - c. Remaining 25% will be divided equally among the districts



## West Coast Area Procedures and Guidelines

October 27, 2011

3. **Regional commissioners' training & trainers' conference:** area will cover the full cost
4. **Conferences open to any area/district advisers:** area to cover full cost of area adviser, 50% of district adviser, district to pay balance
5. **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.
6. **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. ATA must be notified of who completes the training to ensure iMIS input. Guiders who complete FA training are to send a copy of their completed FA certificate to provincial office. 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.
7. **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, 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.
8. **Training deposit:** at the discretion of the training committee, a refundable deposit is to be paid by the Guider to Area to secure a spot in the training or workshop. This deposit will be returned following the event, providing the Guider was in attendance.

### SPECIAL / SOCIAL EVENTS:

**November 26, 2009/  
January 29, 2011**

**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



## **West Coast Area Procedures and Guidelines**

October 27, 2011

- 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 Chief Commissioners Awards. Additional awards may be presented if appropriate.

- a. The Youth Awards Event(s) is to be organized and hosted by the Social 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.

### **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.

Reviewed: October 27, 2011