The following [Area Procedures](https://docs.wixstatic.com/ugd/e07274_6dd82c6caec9414fafc4ea74aa806b37.docx?dn=SVI%20Area%20Procedures%202019%20%20Approved%20Oct%203) are approved and implemented by Southern Vancouver Island Area Council and are in addition to the National Policies and Procedures and BC Council Standards.

BC Council Standards are available via [BC Standards](http://www.bc-girlguides.org/web/BC/Volunteers/Guider_Resources/BC_Council_Standards/BC/Volunteers/Guider_Resources/BC_Council_Standards.aspx?hkey=c4529535-95ca-4957-a5dd-2d711210e2bc)

Guiding Essentials (National) can be found [here](https://www.girlguides.ca/WEB/Custom/BSIDocumentSelector/Pages/DocumentViewer.aspx?id=tbAvUQIA15yqFsDhUuM4gu%252fty2koLgxh0dkK5aD7XV3CVCkhe5GXUUEtRJCFUa7Tpuknl6futrGzZhmhDCq2YZ1RXqX9qOtqz5xGc%252b1kgNJX0brSwW1csXJd6u027CZ0lG29Tklw4CEiLfX72WuqkqiCG%252bFRf6L1UdBS8%252bQohKRo8AJ5lSMe85kROkHA2A4%252b)

National Governance Manual is available in Memberzone [here](https://www.girlguides.ca/web/MZ/Admin/Bylaws_Governance_Policies/Provincial_Governance/MZ/Admin/Provincial_Governance.aspx?hkey=e021b4a9-6bb8-4f0c-9d21-75723f669cca)

Guidelines (District), Procedures (Area) and/or Standards (Province) are not permitted to lessen the requirements of those implemented by the parent council.

Please also refer to the Guidelines of your District.

**AREA PROCEDURES**

Area Procedures are to be reviewed annually by relevant committees and submitted to Area Council. Procedures are to be approved by Area Council before January 1 of each year. Financial Procedures are to be reviewed by the Finance Committee before presentation to Area Council for approval.

**TERMS OF REFERENCE**

Terms of Reference are maintained in a separate document.

**Area Council** - Area Council Terms of Reference shall be reviewed and approved annually before January 1 of each year.

**Committees -** All Committees Terms of Reference Guidelines shall be reviewed bi-annually, by the committee and approved by Area Council before January 1 of each year.

**FINANCIAL PROCEDURES**

**Fiscal year** – The fiscal year of Southern Vancouver Island Area Girl Guides and all Districts, Units and Committees under its supervision is January 1 to December 31.

**Account Names -** All bank accounts operated in SVI Area must be named “Girl Guides of Canada – District/Unit/Committee”

**Bank Account Signatories** - SVI Area Council Area bank account will have the following positions represented as signing officers: Area Commissioner(s), Deputy Area Commissioner(s), Area Treasurer, Provincial Commissioner. A personnel change in any of these positions automatically authorizes that the successor becomes a signatory. Each year at the AGM a motion shall be made to this effect.

District accounts and all Area level accounts in SVI Area require a minimum of two members of the parent council (SVI Area) as signatories on the account. Ideally, these signatories would be Area or Deputy Area Commissioners. Having two signatories at this level enables quick changes to District/Area level accounts at the end of Area terms.

**Annual Budgets**

**Area Budget -** Each year, Area Council will prepare and approve an annual budget which will be submitted to BC Council no later than October 31.

Expenses incurred through the year will be recorded and compared to annual budget amount. A standard 10% over budget is acceptable in the day to day business of SVI Area. Any overage in excess of 10% must be approved by Area Council by either a specific motion to spend funds or a formal revision to the budget.

**District Budgets -** Each District must submit their annual budget to Area no later than October 31 for review by the Area Treasurer.

**District support for Area Camp Properties**

Area camps are supported by our members and the families of our members. Commencing in September 2018 each District in SVI will be levied a camp maintenance fee of $150.00 twice per year (total of $300.00 per Guiding year, to be paid in November and May). These funds will be distributed between the three camps, as deemed appropriate by the SVI Properties Committee, to enable the camps to hire companies/individuals to complete maintenance work that was previously done by member volunteers during volunteer clean-ups.

**Financial Reviews/Reports**

All financial records are required to be reviewed twice each year; for the periods January 1 to June 30 and July 1 to December 31 or at any time when the Treasurer for the entity changes. Districts will be advised when financial records are due for review. Review of all books will be completed by a team assembled by the Area Treasurer. In certain circumstances an entity may request exemption from the mid-year (June) review due to low bank activity. Said exemption must be approved by the Area Treasurer and the Area Commissioner(s).

Starting 2019 reviews – Units/Districts who do not submit their books for review by the requested due date will be listed as Non-Compliant. At this point, SVI Area will attempt to obtain the books from the Unit/District Treasurer. If they perceive to be a problem getting the books from the Unit/District Treasurer they will have a freeze put on the bank account and only deposits accepted until the issue has been resolved.

The SVI Area accounts will be reviewed by a Chartered Professional Accountant, said accountant to be appointed once each year and approved at the SVI Area AGM. Effective fiscal 2017 BC Council takes financial responsibility for the Area financial reviews as well as contracting the specific accounting firm.

**Money owing to Area Council or Committee by Units or Districts**

Where any Unit or District owes money to Area Council or Committee (i.e. Properties) and said amount is still owing after thirty (30) days, the Contact Guider and District Commissioner will be advised and any money from SVI Area to the home District or said Unit will be withheld until the amount owing is paid.

**Minimum/Maximum Account Balances**

**Unit/District** - Each District shall add to its Guidelines a minimum and maximum fund balance for unit accounts at the end of each Guiding year, with specifics as to:

a) what shall happen to excess funds if accounts exceed maximum balance

b) who is responsible to replenish unit accounts if they go below minimum balance

It is acceptable to use a range for each of these balance amounts.

**District –** The District Treasurer is to ensure that no more than 12 months of operating expenses for the District remains in the District bank account. This does not need to include cookie costs.

At the annual financial review, the reviewer for District books shall ensure that the funds on hand are sufficient and not excessive, based on the District budget and financial history.

**Area** - The Area Treasurer is to ensure that no more than 12 months of operating expenses for the Area General Operating funds remain in Area bank accounts/investments at all times, in reserve, in case of a financial emergency.

See Governance Policy 03-07-01 for National’s instructions on this topic.

**Membership Fees**

The Area portion of girl registration fees to be collected for the following fiscal year will be decided at the September Council meeting. Any increase of the area assessment will need approval of BC Council.

Membership fees collected total $105.00 per year, allocated as follows:

National portion $60.00

Area portion - bednight subsidy $ 8.00

Area portion - other $ 2.50

District portion $34.50

Each District shall, as part of its budgeting process, determine the allocation of its portion of membership fees between the District and the Units:

**Proration of fees -** February 15- March 31 – Girls will pay National fee plus prorated amount for ½ the year (Area/District/Unit amount). National continues to charge its share until April 1. After April 1 registration fees paid are for the following Guiding year. After April 1st, any charge is at the discretion of the District and Unit. A paper registration will be required. Girls will be asked to pre-register online for the following year once their records are in IMIS.

**Transitioning Members (“TMBR”) -** SVI Area will pay the National portion of the registration fee for all Transitioning Members who are active in the Area as Unit Assistants. SVI Area and the Districts/Units in which these members work will not receive any registration fee for these members. Transitioning Members must submit a paper registration.

**Adults -** BC Council has made a motion that they will pay the National membership fee for all adult BC Guiders. Given this financial commitment, all registered adults are encouraged to take an active role in Guiding by supporting girl program directly or indirectly. If any adult member wishes to pay their own annual national fee, they are asked to make a donation to Girl Guides of Canada – BC Council.

**Members at Large** – Guiders who have not completed Safe Guide training within the required six months of registration or who have no active membership in any Unit, District or Guild are considered to be Members at Large and are responsible for their own membership fees, which will be invoiced to them by the Area.

**Bed Night Subsidy -** $8.00 per girl of registration fee is allocated to the SVI Area bed night subsidy account. Subsidy is available to SVI Area units camping at SVI Area camps only as per the application form. The amount will be revisited each year in conjunction with the review of camp rental rates. The bed night subsidy will be paid out upon application by the Unit Guider and will be paid out until the account is depleted. The bed night subsidy is not applicable to Area camping events or to out of Area campers. Area Treasurer will advise all Guiders when the bed night subsidy is no longer available in a given Guiding year.

**Cookie Sales**

The Area portion per case of cookies for the following fiscal year will be approved at the June Area Council meeting.

Cookie sales of $60.00 per case are currently allocated as follows:

Province $39.25

Area portion $ 4.00

Area portion (subsidy) $ 0.75

District $16.00

Of the $16.00 allocated to the District, National Policies require that a minimum of $11.00 per case be allocated to the selling unit.

Districts should be encouraged to assist groups that are fundraising by increasing the per case portion of the profits for the cookies ordered for a specific fundraising purpose. This will help them reach their target of 25% of fundraising goals that is to come from cookies.

**Cookie Fund Subsidy -** as per National Policies, $0.75 per case of cookies sold in SVI Area is allocated to the “membership subsidy account”. These funds are available, upon application, to assist girls and Guiders with membership fees, camp fees, uniform costs, venue rentals for large area events (such as Spark Spree, Brownie Revel, Pre-Soar, Discovery Camp, AGM, Area Training Day) and other items. Specific criteria for application are noted on the SVI Area Subsidy Application Form, which is available through Guide House office. Units/Districts are expected to look first to their own funds to assist with membership subsidies and may be required to provide their financial information when requesting assistance.

**Uniform Subsidy -** SVI Area will reimburse 50% of the cost of one uniform shirt every three years for members of Area Council who do not hold any position closer to the girl level. For example, a Guider on Area Council who is also a Unit Guider should receive uniform assistance from her Unit or District. District Councils shall all have a policy regarding assistance with uniform purchase for Guiders.

**Pins and Awards**

SVI Area shall purchase and present (wherever possible) the following pins and awards:

* Membership pins to all Guiders for 20 years and over
* Area Council appointment pins
* District Commissioner and Deputy District Commissioner appointment pins
* Training recognition pins
* Awards as nominated at Area Council level;

All Unit and District appointment pins will be purchased and presented at either the Unit or District level, as outlined in the District Guidelines.

**Financial Awards**

**Education Award -** SVI Area will fund one education award each year, to be awarded following the deadline date for applications. The amount of the award will be $400.00.

ELIGIBILITY - Any Girl or Guider under 21 years of age registered in Girl Guides of Canada who is active in Southern Vancouver Island Area for at least one year and who is furthering her education either at university, college, technical school, school of fine arts or other recognized educational institute. A recipient may apply more than once but may only receive the award once.

**Jean Goulson Memorial Award** – SVI Area will fund this award once each year, to be awarded following the deadline date for applications. The amount of the award will be $400.00.

ELIGIBILITY - Any Guider 21 years of age and over, registered in Girl Guides of Canada who is active in Southern Vancouver Island Area for at least one year and who is furthering her education either at university, college, technical school, school of fine arts or other recognized educational institute. A recipient may apply more than once but may only receive the award once.

Application forms for each award will be available on the SVI Area website or by request from the Guide House Office Co-ordinator.

The successful applicant will receive payment of the award on submission of proof of registration at a recognized institution to the Area Commissioner.

**Mileage, Travel and Meals -** Mileage expenses for officially authorized Area Council business will be paid at the current rate as set by BC Council ($0.50/KM as at July 2019), upon submission of the expense sheet. Carpooling and minimization of mileage expenses is expected. SVI Area Council will pay a meal subsidy only upon prior approval from Area Council Executive. If applicable, BC Council Standards for subsidy amount will apply.

Area Committees with their own financial resources (i.e. camps) will determine the criteria required for paying out such expenses and provide such criteria to all members of the committee.

Districts are encouraged to create a Guideline to determine what is acceptable criteria for Units or Districts paying out mileage or meals. BC Council Standards must be met.

**Travel/Trip Subsidy**

**Girl – Selected Trip -** SVI Area will financially support girls and adults who are selected by Girl Guides of Canada to attend Provincial, Interprovincial, National and International events up to 30% of the cost remaining after any National and Provincial portion has been paid. Request for financial assistance must be in writing to Area Council and include a copy of the invoice for the trip as well as information as to any other assistance received. The National Policy requiring that the participant pay a minimum of 10% overall for the trip must be met.

This subsidy does not apply to SOAR or Canadian Mosaic.

**Girl/Guider – Approved Independent Trip -** SVI Area will provide financial support to any approved independent International trip made up of SVI Area girls and Guiders to a maximum of $500.00 per year total, to be paid in the year of travel. Area Commissioner or her designate will consult with the Responsible Guider for the trip to determine the best use of funds.

**SOAR –** The Area budget for each SOAR year will determine Area assistance to be provided for travel for SVI Area patrols travelling to SOAR.

**Pre-payment of Area Trip Subsidy -** Upon specific request, Area will consider pre-paying the Area trip subsidy (for selected trips) in cases of financial need. Request should be made in writing to Area Commissioner(s) by the girl’s Unit Guider and provide some information as to the reason for the request. Parent will be required to sign a legal document indicating that they will repay the prepaid amount in case of trip cancellation by Girl Guides of Canada or the girl.   
  
NEW TRIP SUBSIDY – DETAILS TO COME FROM DENISE

**Independent International Travel Finances -** Financial management for Independent International travel must follow National and Provincial Guidelines. SVI Area has a specific account and unit set up to manage funds and trip rosters - “Girl Guides of Canada - SVI Area Extra Ops Travel”. This is an Area level bank account which will add Guiders as signatories when required.

**Fundraising -** Refer to National and Provincial criteria for fundraising requirements and limits.

All FR.1s at Unit, District or Area level must be submitted for approval to the Area Fundraising Approval Team via the Guide House Office Coordinator. Appropriate fundraisers are listed on the BC Girl Guides website at [BC Council Fundraising Guidelines](https://www.girlguides.ca/WEB/BC/Volunteers/Guider_Resources/Fundraising_Guidelines/BC/Volunteers/Guider_Resources/Fundraising_Guidelines.aspx?hkey=1b012d9c-6722-41d2-b181-9020a8f1e11b) . Guiders should review the most current Fundraising Guidelines before starting any fundraising activities. Fundraising permission is required for CWFF fundraisers which take place in units or Districts over and above basic coin collection activities.

**Tetley Tea fundraising event** - Is held annually at the Oak Bay Tea Party in the first full weekend of June. Guiding members are offered an opportunity to participate, starting with girls and Guiders selected for National and Provincial trips, followed by independent trip travellers until quota is reached. Fundraising money is distributed amongst the participants for use on their trips. FR.1 for this event is completed at the Area level, usually by the International Adviser.

**Area Commissioner Discretionary Spending -** SVI Area shall provide the Area Commissioner(s) with a total of $300.00 semi-annually for discretionary spending. This amount does not require any submitted receipts and is in place to cover miscellaneous costs of the Commissioner’s position, such as parking, refreshments for meetings with Guiders, etc.

**Training Fees -** Considerable time, effort and resources are invested in preparing for training sessions. A prepaid deposit and/or no refund procedure encourages those who cannot attend to inform the trainer. This allows the trainer to cancel if there are insufficient registrations, provide appropriate copies of resources, and allows those on the wait-list (if any) to be included in the training.

Provisions for supporting the Guider who cannot afford these fees are within the Commissioner’s discretion. Districts should ensure that their Guidelines consider Guider training costs and criteria for cancellations/refunds.

**Dogwood -** Guiders who attend The Dogwood Enrichment training will be reimbursed $50.00 towards their expenses by Area. Beyond Dogwood and other post-enrichment trainings are not reimbursed by Area.

**Advanced Trainings -** Guiders who attend advanced trainings to enhance program delivery may apply in advance to Area Council for financial consideration.

**Safe Guide Training -** A deposit cheque for $20.00 is requested with registration. It will be returned upon attendance of the training session. Cancellations received prior to the training will be refunded.

**Trainings with Registration Fee** - Trainings that have a registration fee listed will be refunded if cancellation is received a minimum of 72 hours prior to the event.

**Reimbursement from Guiding Funds** - Individuals registering for trainings will pay any deposits or fees and may apply for reimbursement from the appropriate council or department, following attendance at the training.

**Training Cancellations** - If a training event is cancelled registration fees will be refunded.

**Receipts or Refunds for Training Fees -** Receipts or refunds will be made out in the name of the account on the cheque. If fees have been paid by District, the receipt will be mailed to that council.

**BC Council Conferences -** SVI Area will cover the participant fee for BC Council conferences, trainings and workshops with prior approval for registration from SVI Area Commissioner. If the registrant is unable to attend, the organizers and Area must be notified by the cancellation deadline. Failure to do so will result in the registrant being invoiced for the event fee paid by Area. Registration fees for Guiders attending Provincial trainings and conferences will be paid to Area where applicable. Area will issue one cheque to Province for all SVI participants.

**Expense Receipts -** Receipts for expense claims must be submitted within 60 days of expense, otherwise the claim may be denied. Original receipts/invoices are required for expense claims. Credit Card/Debit card receipts are not acceptable.

**Stale-Dated Cheques -** Cheques not deposited or cashed before becoming stale dated (six months from date cheque issued) will not be reissued. Exceptions may be considered under extenuating circumstances as approved by SVI Area Council.

Care should be taken to ensure that the cheque goes directly from payer to payee. If cheque is lost and needs to have a “stop payment”, this is the responsibility of the payee, including payment of any cost incurred.

**NSF - Cheques to Area** - Signers must bear responsibility for their cheques and any associated fees. If a replacement cheque/money order/bank draft or cash is not forthcoming within a week after the signers have been notified by telephone that a cheque is NSF, a letter will be sent by the Treasurer to the writer(s) of the cheque, with a copy to the Parent Council. The signers are to be responsible for any NSF fees.

**DISTRICTS REPORTING TO AREA**

Districts shall submit a District activity report as requested by SVI Area Council in preparation for each Area meeting.

Districts shall submit copies of their minutes to SVI Area Commissioners (via email) at the same time as minutes are distributed to District Council.

Districts shall provide their monthly bank balance information either via the aforementioned minutes or separately via email to the SVI Area Commissioner(s). Units shall provide their current bank balance to the District at each District meeting and this information shall be recorded in the District minutes.

**DISTRICT GUIDERS**

Once each year District Commissioners will evaluate the status of Guiders who wish to remain in a District as a District Guider to ensure that they meet all the requirements as listed in Guiding Essentials. Those that do not will be requested to make adjustment to their status to become a District Guider or will be recorded as a Member at Large (see Members at Large above). As per Guiding Essentials, District Guiders must be evaluated a minimum of every three years.

**COMMITTEES/ADVISERS REPORTING TO AREA**

Committees/Advisers shall submit an activity report as requested by SVI Area Council in advance of each Area meeting, by the date indicated by the Guide House Co-ordinator.

Committees/Advisers shall submit copies of their minutes to SVI Area Commissioners (via email) at the same time as minutes are distributed to the specific Committee or Adviser group.

Committees or Adviser groups organizing events are to provide a report to Area upon completion of the event; said report will include a full financial accounting.

**UNIT/DISTRICT/COMMITTEE/ADVISER EMAIL ADDRESSES**

It is requested that entities within SVI Area set up a generic email address that can be shared with their group and/or successors. The email address and password for these accounts shall be submitted to the Guide House Office Co-ordinator (in a sealed envelope if preferred) when the account is set up. The information is to be updated when changed.

**COOKIE SELLING/FUNDRAISING ETIQUETTE**

As a courtesy to other Districts, Units are encouraged to sell cookies publicly (i.e. group selling) 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 District Commissioners 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.

If the venue requires a certificate of insurance refer to the [National Website form INS.02](https://www.girlguides.ca/WEB/MZ/Administration/Insurance/MZ/Admin/Insurance.aspx) for the process.

**CONTRACTS**

If a contract is required, please remember that ONLY the Provincial Commissioner designate can sign on behalf of Guiding. Please allow three weeks for the signature and make arrangements through the Executive Assistant at Provincial Guide House

**ANNUAL GATHERING OF MEMBERS (“AGM”)**

The SVI Area AGM will be held once each year in April or May, but prior to the date of the AGM of BC Girl Guides Provincial Council. The following motions are required to be passed at the AGM:

a) Appointment of accountant to complete financial review of SVI Area records

b) Appointment of signatories for upcoming Guiding year

c) Appointment of Area Treasurer

d) Appointment of Area Secretary.

**GUIDE HOUSE & OFFICE**

**Rentals** - Fees charged to rent Guide House will be set by the House Committee, in consultation with the Area Commissioner and the Area Treasurer. Fees will be reviewed annually in March and changes will be effective September 1.

Short term renters (i.e. weekly meetings) who do not pay a deposit which can be withheld for cleaning or damage, will be required to leave the property in the same state in which they found it. Any cleaning required or damage will be charged back to the rental group at the hourly rate charged by the cleaner or at the cost of the damage repair.

**Parking *-*** A total of 11 parking permits will be available for use of specific parking spots Monday to Friday during regular business hours. Parking fees will be reviewed by the House Committee every six months, and changed, if deemed appropriate, effective on the first of January or July.

**Key Code -** A Guide House key code will be provided to Area Advisers and other members of Area Council and support staff as deemed necessary. Those with a key code are not to allow any other Guider use of their key code without express permission of the Office Co-ordinator or Area Commissioner. A new Guider in a position will be provided with a new key code; the former Adviser’s key code will be cancelled.

**Photocopying -** There is no copying charge for Area business. All copying for personal, Unit or District business will be charged at the rate of $0.05 per page. Cost will be reviewed annually and changed, if deemed necessary, effective on the January 1.

**Area equipment rental/sign out -** Area equipment (including camping equipment) available for rental is listed on the SVI Area website.

Area equipment available for sign-out must be arranged through the Guide House office. Items available for sign out will be listed on the SVI Area website.

Signed out items must be returned within two business days of usage. When signing out equipment, Guiders should confirm with the Guide House Office Co-ordinator the date of the next booking.

Failure to return rented equipment on time will result in charges being levied for the entire extended period. Borrowing privileges may be revoked if privilege abused.

**Area Laptop -** Use of the SVI Area laptop computer will be restricted to the Area Commissioners, Area Deputies, Area Advisers, Area Committees, Area Trainers and Provincial representatives. The person signing out the equipment is responsible for its proper operation, security and timely return. The equipment is booked through the Guide House Office Coordinator

**Area LCD Projector** – is available for rental by any Guiding member in SVI for a fee of $10.

**BEREAVEMENT**

In the event of the death of a current Area Council member, or any member of their immediate family, Area Council will send flowers and card. The cost not to exceed $55.00.

In the event of the death of any girl member in our area, Area Council will send flowers and card. The cost not to exceed $55.00.

Where flowers would have been sent but were “gratefully declined”, Area Council may choose to donate to The SVI Memorial Fund.

In the event of the death of any member of Area Council’s extended family (i.e. parents, siblings) Area Council will send a card.

In the event of the death of any other Area member, including Trefoil members, a card on behalf of Area Council will be sent. Whenever possible Council members will attend the service in uniform as well as offering any practical assistance at the service or reception.

**SVI MEMORIAL FUND**

Any monetary donations in memory of an individual(s) will be collected and accumulated until there are sufficient monies to fund a suitable project. The fund will be overseen by Finance Committee and Area Council will have approval of all proposed projects. Wishes of the donor will be taken into consideration when projects are considered. In ine with National Guidelines, unrestricted donations are preferred to pursue the greatest needs, but restricted donations will be accepted after consideration to ensures that such specific purposes are complementary to the overall goals of the organization. SVI Area may elect to accept or decline an unrestricted or restricted gift.