

SOUTHERN VANCOUVER ISLAND AREA GIRL GUIDES - CAMP PROPERTIES & CANOE RENTALS

PAYMENT AND SUBSIDY PROCEDURES – Effective September 2021

Please review the Property/Campsite Booking Information document and the Camp Fee Payment/Request for Bednight Subsidy Submission Form

Under the new Unified Banking procedures Unit Treasurers will no longer have to directly submit payment to the Area for camp/property rental fees. The process is now as follows:

1. Within one week of confirmation of the camp booking for overnight, the deposit amount (\$80 for tenting) will be provided to the Unified Banking department at National to be withdrawn from the Unit account. This withdrawal will be processed within two weeks of your booking confirmation. Payments are processed through National on Wednesdays.
2. Immediately after camp (within ten days) the Responsible Guider submits the completed Camp Fee Payment/Request for Bednight Subsidy Submission Form (provided to them in confirmation email) to the Properties Treasurer (svicampptreasurer@gmail.com) and Area (svibillings@gmail.com). **Failure to submit the appropriate documentation within ten days will result in an automatic charge to the Unit based on the total registered Girls and Guiders in the unit and the bednight subsidy will not be processed.**
3. Camp Treasurer will submit this amount to National, to be withdrawn from the Unit bank account. The withdrawal will be processed within ten days of your camp fee payment form submission. Payments are processed through National on Wednesdays.
4. Bednight subsidy payment to the Unit will be submitted to National at the same time as the Camp Fee Payment amount. Camp subsidy payments are processed through National on Thursdays.
5. Payments for Crests are processed separately, on Fridays. These should continue to be submitted on the Camp Fee Payment form.
6. IMPORTANT NOTE – it remains the responsibility of the Unit Treasurer to ensure that the camp payments have been processed when providing Unit Guiders with current bank balances. There is always the possibility of delays at either the Area or National level.
7. Responsible Guider should provide the Unit Treasurer with a copy of the Camp Fee Payment form submitted so that the Unit Treasurer is aware of what amounts will be withdrawn from/deposited to the Unit account.

PAYMENTS FOR DAY USE AND CANOES

1. Day use bookings are at a reduced price and are therefore not eligible for bednight subsidy. No deposit will be charged. However, payment in full for the day use rental will be submitted to Unified Banking at National for withdrawal from the Unit's account within 2 weeks of confirmation of booking.
2. Camp Fee Payment/Bednight Subsidy Request must be submitted as SVI Properties requires the participation numbers for statistical recording.