



## SOUTHERN VANCOUVER ISLAND AREA

### AREA PROCEDURES - APPROVED BY AREA COUNCIL DECEMBER 6, 2023

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The following Area Procedures 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](#)

Guiding Essentials (National) can be found [here](#)

National Governance Manual is available in Memberzone [here](#)

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.

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#### **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 its Committees is January 1 to December 31; for all Districts, Units and Guilds under its supervision the fiscal year is September 1 to August 31.

**Expenditure Authorizers** – all payments from Area level finances require two authorizers. For SVI Area, those are the Area Commissioner(s), Area Treasurer. For SVI Area Properties Committee, those are the Camp Treasurer, Area Treasurer, Camp Properties Chair and Area Commissioner(s).



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**View Access for District and Guild Unified Banking Accounts** – shall be provided to the Area Treasurer at the beginning of each Guiding year.

#### **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 or a date determined by BC Council.

Expenses incurred through the year will be recorded and compared to the annual budget amount. A standard 10% over budget is acceptable in the day-to-day business of SVI Area. Any overage more than 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 for the current Guiding year to Area no later than September 30 for review by the Area Treasurer. It is recommended that Districts make every effort to have their budget in place by the start of the Guiding year.

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

Monies owing by Units or Districts or Guilds to SVI Area or SVI Area Properties will be transferred directly from the relevant Unified Banking account to the Area or Properties accounts. Transfer will be initiated at the Area/Properties level. Payors will be advised in advance of the amounts being charged and purpose thereof.

#### **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.

**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.



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#### Membership Fees

The Area portion of youth 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 \$145.00 per year, allocated as follows (current at date of approval):

National portion	\$80.00
Provincial portion	\$20.00
Area portion	\$10.50
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:

**Bridging Members (“BMBR”)** - SVI Area will pay the National portion of the registration fee for all Bridging 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. Bridging Members must register via the Customer Service desk at the National office.

**Adults** - BC Council manages the payment of registration fees for eligible Guiders.

**Bed Night Subsidy** - With the Nationally requested dissolution of excess Internally Restricted Funds the SVI Area bednight subsidy restricted fund will be discontinued as of September 1, 2023. \$8 per youth will be allocated in the budget as a line item for bednight subsidy each year. 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 completion of the camp rental payment form as detailed in the processes document and will continue to 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 \$72.00 per case are currently allocated as follows:

National/Dare	\$38.50
Province	\$12.75
Area portion	\$ 4.75
District	\$16.00



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#### Cookie Sales, Cont.

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** - With the Nationally requested dissolution of excess Internally Restricted Funds the SVI Area cookie subsidy restricted fund will be discontinued as of September 1, 2023. In its place a line item will be added to the budget to cover the subsidies charged back to SVI Area by National, based on previous year's amount spent. Other items previously covered by the cookie fund subsidy will be recorded in the normal budget activities or by inclusion in the membership subsidy budget line. Units/Districts are expected to look first to their own funds to assist with activity and uniform subsidies and may be required to provide their financial information when requesting assistance.

**Uniform Subsidy** - SVI Area will reimburse of the cost of one uniform shirt (standard uniform only) every three years for members of Area Council who do not hold any position closer to the youth 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. Purchases are expected to be made along with other Area or District orders to reduce the cost of shipping.

#### 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. Awards initiated at the District level will be paid for by said District.



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#### 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 \$500.00 [

ELIGIBILITY - Any Youth 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 their 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 \$500.00.

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 their 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

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 (\$0.61/KM as at January 2023), 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. BC Council Standards must be met for all mileage, travel and meals expenses.



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#### Travel/Trip Subsidy

**Youth – Selected Trip** - SVI Area will financially support youth and adults who are selected by Girl Guides of Canada to attend Provincial, Interprovincial, National, and International events up to 20% 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. Discuss – now that provinces are doing their own versions of SOAR, will we support this for selected trips?

**Youth/Guider – Approved Independent Trip** (those trips requiring SG8's qualify) - SVI Area will provide financial support to any approved independent International trip made up of SVI Area youth and Guiders to a maximum total of \$1,000.00 per year total, to be paid in the year of travel. The 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 youth'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 youth.

**Independent International Travel Finances** - Financial management for Independent International travel must follow National and Provincial Guidelines and use the Unified Banking system.

**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 BC Fundraising Approval Team via email to [bc-fr1@girlguides.ca](mailto:bc-fr1@girlguides.ca). Note that these FR1's are still reviewed and approved locally but cleared through the Provincial Fundraising Team. Appropriate fundraisers are listed on the BC Girl Guides website at [BC Council Fundraising Guidelines](#). 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.



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#### Fundraising, Cont.

**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 youth 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 waitlist (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.

#### Payment of Training Fees

Where District has agreed to pay training fees for Guiders, District will pay the fee direct to Area or Province. Should the Guider not participate in the training and the fee not be refundable, the Guider will reimburse the District the full cost of the non-reimbursed fee.

**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 like Wilderness First Aid training, to enhance program delivery, may apply in advance to Area Council for financial consideration.

**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. No exceptions

**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.



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#### Payment of Training Fees, Cont.

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

**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.

**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. SVI Area level (including properties) expense claims are to be submitted via email to [svibillings@gmail.com](mailto:svibillings@gmail.com). Unit and District claims are to be submitted to the relevant Unified Banking Treasurer.

**Non-Sufficient Funds (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.





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#### **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 Area Secretary.

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 SVI Area Commissioner (in a sealed envelope if preferred) when the account is set up. The information is to be updated when changed. Recovery email for all unit emails is to be the relevant District Commissioner email. Recovery email for District email is to be the Area Commissioner email.

#### **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 or any other form of fundraising, the organizer must contact the District Commissioner or designate of the District affected. If the proposed cookie selling or fundraising location lies on a District boundary, contact the Commissioner or designate of both Districts to request permission to sell cookies or fundraise 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](#) 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 [bc-contracts@girlguides.ca](mailto:bc-contracts@girlguides.ca)



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

The SVI Area AGM will be held once each year in April or May, preferably 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 Area Treasurer
- b) Appointment of Area Secretary.

**AREA EQUIPMENT - rental/sign out** - Area equipment available for rental is listed on the SVI Area website.

Area equipment available for sign-out must be arranged through the Area Commissioners. 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 or no longer than 7 days. When signing out equipment, Guiders should confirm with the Area Commissioner or designate 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 returned within 3 days. The equipment is booked through the Area Commissioners

**Area LCD Projector** – is available for rental by any Guiding member in SVI for a fee of \$10. There is no charge for Area Council members.

#### **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 \$75.00.

In the event of the death of any youth member in our area, Area Council will send flowers and card. The cost not to exceed \$75.00.

Where flowers would have been sent but were “gratefully declined”, Area Council may choose to donate to the SVI Area Guide House Legacy Fund



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#### **BEREAVEMENT, Cont.**

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.

#### **IN MEMORIAM DONATIONS RECEIVED**

Any monetary donations in memory of an individual(s) will be designated to the Guide House Legacy Fund and included in the ongoing plans. Should the donor have any specific wishes, these will be shared with and taken into consideration by the SVI Guide House Legacy Committee. In line with National Guidelines, unrestricted donations are preferred to pursue the greatest needs, but restricted donations will be accepted after consideration to ensure 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.

#### **GUIDE HOUSE LEGACY FUND**

The Guide House Legacy Fund (not currently an Internally Restricted Fund) but is designated informally) results from the sale of SVI Area Guide House in January 2020 and has been amended to include funds originally designated to the SVI Memorial Fund. A Committee is in place to make recommendations to Area Council for large projects to benefit all of SVI Area. Funds from the sale not required within a two-year period will be considered for longer-term investment at the National level.