

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

PAYMENT AND SUBSIDY PROCEDURES – Effective August 2022

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

Under Unified Banking procedures Unit Treasurers do not submit payment to the Area for camp/property rental fees. The process is as follows:

1. The deposit amount (\$110 for tenting, \$135 for indoors) will be provided to the Unified Banking department at National to be withdrawn from the Unit account.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 svicamptreasurer@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.** Camp Fee Payment/Bednight Subsidy Request must be submitted as SVI Properties requires the participation numbers for statistical recording.
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 Camp Treasurer will submit this amount to National, to be withdrawn from the Unit bank account.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with a copy of the Camp Fee Payment form submitted so that the Unit Treasurer is aware of what amounts will be withdrawn from/deposited to the Unit account.
8. The camp deposit is refundable up to 30 days before the camp. No deposit refunds inside 30 days. Deposits may be withheld as instructed by the camp manager if property is left unsecured, uncleaned or damaged. If none of the deposit is to be withheld for infractions after camp, the deposit amount can be deducted from rental fee payment.

PAYMENTS FOR EVENING USE AND CANOES

1. Evening use bookings are not eligible for bednight subsidy. No deposit will be charged. However, payment in full for the rental will be submitted to Unified Banking at National for withdrawal from the Unit's account within two weeks of confirmation of booking. Evening use rental fees cannot be refunded, but can be transferred to a different date if change is made more than 21 days before the booked date. Infractions for evening use rentals (building unsecure, unclean, etc.) will be levied a \$50 fee after the rental.
2. Canoe rental payment form must be submitted to svicamptreasurer@gmail.com immediately after rental. Fees will be withdrawn from the Unit bank account within two weeks of rental. Payments are processed through National on Wednesday.