

NB Council Financial Alignment and

Member and Unit Support Fund Guidelines

2025-2026

Vs July 2026

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# NB Council Financial Alignment 2025-2026

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Awards** | **Province** | **District** | **Unit** | **Eligible for Subsidy through Member and Unit Support Fund** |
| Beaver | Y |  |  |  |
| Gold Maple Leaf | Y |  |  |  |
| Honorary Life | Y |  |  |  |
| Chickadee | Y |  |  |  |
| Fortitude | Y |  |  |  |
| Valour | Y |  |  |  |
| Guider District Specific Awards |  | Y |  |  |
| Canada Cord |  | Y |  |  |
| Lady Baden Powell |  | Y |  |  |
| Trailblazer |  | Y |  |  |
| Unit Guider Award |  | Y |  |  |
| Merit Awards |  | Y |  |  |
| Gold Thanks (paid for at Level nominated) | Y | Y |  |  |
| Team Award (paid for at level nominated) | Y | Y |  |  |
| Award Ceremonies (adults/youth) |  | Y |  | Y |
| Guider Enrollment Pins |  | Y |  |  |
| Guider Branch Pins |  | Y |  |  |

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| --- | --- | --- | --- | --- |
| **Training** | **Province** | **District** | **Unit** | **Eligible for Subsidy through Member and Unit Support Fund** |
| Provincial Training Weekend | Y |  |  |  |
| First Aid ( 2 Guiders per Unit additional at their cost) |  |  |  | Y |
| District Training attendee mileage |  | Y |  |  |
| District Training attendee meals\*(see meal allowance) |  | Y |  |  |
| Trainer expenses (mileage, meals, accommodations) | Y |  |  |  |
| Specialized Training (see specialized training process) | Y |  |  |  |
| eLearning Fees | Y |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Meeting Space** | **Province** | **District** | **Unit** | **Eligible for Subsidy through Member and Unit Support Fund** |
| District Meetings |  | Y |  |  |
| District Events |  | Y |  | Y |
| Provincial Events | Y |  |  |  |
| Unit Meeting Space |  |  |  | Y |
| Storage Space |  | Y |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Misc.** | **Province** | **District** | **Unit** | **Eligible for Subsidy through Member and Unit Support Fund** |
| Guider Name Tags |  | Y |  |  |
| Program Supplies |  |  | Y |  |
| Girl Badges and Pins |  |  | Y |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Member Support** | **Province** | **District** | **Unit** | **Eligible for Subsidy through Member and Unit Support Fund** |
| Uniform Subsidy (New Guider and girl assistance) |  |  |  | Y |
| Provincial Scholarships and Bursaries **(see scholarship/bursary process)** | Y |  |  |  |
| Adult Registration Fees **(**see Trefoil registration process) | Y |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Growth & Community Engagement** | **Province** | **District** | **Unit** | **Eligible for Subsidy through Member and Unit Support Fund** |
| Provincial PR Materials | Y |  |  |  |
| District PR Materials |  | Y |  |  |
| Adult Recruitment Advertising | Y |  |  |  |
| New Unit Start Up **(see new Unit Start Up process)** |  |  |  | Y |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Recruitment Events** | **Province** | **District** | **Unit** | **Eligible for Subsidy through Member and Unit Support Fund** |
| Provincial Events | Y |  |  |  |
| District Events |  | Y |  | Y |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Girl Events** | **Province** | **District** | **Unit** | **Eligible for Subsidy through Member and Unit Support Fund** |
| Nationally Initiated Events / Travel | Y |  |  | Y |
| Provincially Initiated Events / Travel | Y |  |  | Y |
| District Initiated Events **(see events process)** |  | Y |  | Y |
| Provincial Camp | Y |  |  | Y |
| District Camp |  | Y |  | Y |
| Unit Camp |  |  | Y | Y |

## Meal Reimbursements 2025-2026

Members attending an endorsed event with travel exceeding three hours are eligible for reimbursement at these rates:

* **Breakfast:** $15
* **Lunch:** $20
* **Supper:** $40
* Expense forms will be distributed for each event, with a set deadline for processing.
* Direct Deposit is the preferred payment option. Cheques can be requested if direct deposit is not an option. Cheques under $250 are issued three times per year (December, April, August)

## Mileage Reimbursement 2025-2026

* **Mandatory Events:** 
  + 0.55 cents/km for travel **exceeding 80 km round trip** (carpooling encouraged)
* Fuel purchases **cannot be reimbursed** unless you use an approved rental vehicle.
* Cheques under **$250 are issued three times per year (December, April, August)**.

## Specialized Training Subsidy 2025-2026

NB/PEI Girl Guides offers a $100 training subsidy for Guiders who are actively taking youth on activities. A partial reimbursement for up to 50% of the training cost, up to $100 once per year for Guiders who take external training needed by Safe Guide to safely take girls out on adventurous outdoor activities. This could include OAL, Paddling, and Remote & Wilderness first aid, or other outdoor training provided by a certified training agency.

To be eligible, Guiders should:

* Be actively taking youth on related & relevant activities.
* Plan to participate in a related activity for Sparks or Embers, such as a meeting or camp skills station at camp.

*\* Funds are limited. Subsidies must be used in the year approved. Only one subsidy per Guider per year can apply.*

## Trefoil membership Fees 2025-2026

Trefoil Members will be asked to complete their adult renewal annually. Members will indicate if they are:

* Over 75 years old - membership is free
* An honorary life member – membership is free
* Holding a position on Council that pays for her membership

*Trefoil members pay only the National portion of the membership fees; the Provincial portion of the fees is paid for by Provincial Council.*

## New Unit Start Up 2025-2026

* Reopened units will have access to any funds in the existing UB unit account (unit accounts are left open for 2 years after a unit closes), if an unit’s UB balance does not meet the minimum, the unit treasurer can request a top up. An Unit start up balances are: 1-10 girls: $200 / 1-20 girls $400 / 20 girl+ $500)
* Units with no access to funds are eligible for a one-time new unit subsidy transfer of up to $500 (subsidy will be based on unit size: 1-10 girls: $200 / 1-20 girls $400 / 20 girl+ $500)

# Cookie Allocations 2025 – 2026

Unit Cookies

|  |  |
| --- | --- |
| Cost of Cookies to Dare | $21.75 |
| National (incl shipping/handling) | $16.75 |
| Province | $8.00 |
| District | $7.50 |
| Units | $18.00 |
| **TOTAL** | **$72.00** |

Trip Cookies

|  |  |
| --- | --- |
| Cost of Cookies to Dare | $21.75 |
| National (incl shipping/handling) | $16.75 |
| Province | $8.00 |
| District | $0.50 |
| Units | $25.00 |
| **TOTAL** | **$72.00** |

# Member and Unit Support Fund

The NB Council Unit and Regional Support Fund is designed to provide financial assistance to members of the organization, where appropriate, to help cover specific costs associated with the growth and development of units, individual members, and various events.  This fund aims to support members in achieving their goals while ensuring that financial constraints do not hinder their participation and involvement.  All the details about this fund and how to apply for subsidies will be shared in Guidepost in September 2025.

## District Award Ceremonies

To support the recognition of the achievements of both Girl and Adult members, Districts will be able to request support to help with the costs of awards ceremonies.

Districts must budget for annual awards events (girl and adult) annually. If Districts are financially unable to support the execution of awards ceremonies, the District Commissioner will apply for support. Districts can apply for consideration for one event / year.

**How to Apply:**

Members, Units or Districts seeking financial support from the NB Council Member and Unit Support Fund should apply outlining the specific needs and costs associated with the request.  The application process will involve:

* Completing the fund application form (available online in September)
* Submitting the form for review and support
* Supporting documentation, including event budgets and/ or invoices may be required to process requests.

## District Events (recruitment and girl experience)

To support the execution of innovation, engaged and exciting events for girls, Districts will be able to request support to help with the costs of a District Event. Districts should budget for both girl and recruitment events annually. If Districts are financially unable to support the execution of events, the District Commissioner will apply for support

**How to Apply:**

Members, Units or Districts seeking financial support from the NB Council Member and Unit Support Fund should apply outlining the specific needs and costs associated with the request.  The application process will involve:

* Completing the fund application form (available online in September)
* Submitting the form for review and support
* Supporting documentation, including event budgets and/ or invoices may be required to process requests.

## Nationally Initiated Events / Travel

To support girl attendance at nationally initiated events or travel opportunities, girls may request support to help offset costs through their Unit Guider.

**How to Apply:**

Members, Units or Districts seeking financial support from the NB Council Member and Unit Support Fund should apply outlining the specific needs and costs associated with the request.  The application process will involve:

* Completing the fund application form (available online in September)
* Submitting the form for review and support
* Supporting documentation, including event budgets and/ or invoices, may be required to process requests.

## Provincially Initiated Events / Travel

To support girl attendance at provincially initiated events or travel opportunities, girls may request support to help offset costs through their Unit Guider.

**How to Apply:**

Members, Units or Districts seeking financial support from the NB Council Member and Unit Support Fund should apply outlining the specific needs and costs associated with the request.  The application process will involve:

* Completing the fund application form (available online in September)
* Submitting the form for review and support
* Supporting documentation, including event budgets and/ or invoices may be required to process requests.

## Camperships

* To encourage participation in camping activities, financial assistance may be offered to members who require support for camp registration fees and related costs.
* Provide the following information:
  + Event date, location, brief description of event
* # youth, # guiders/adults; fee for youth; fee for adults
* Subsidy if received from district or unit
* Total camp expenses
* Members name and iMIS number
* Identify any parental or unit subsidy

**How to Apply:**

Members, Units or Districts seeking financial support from the NB Council Member and Unit Support Fund should apply outlining the specific needs and costs associated with the request.  The application process will involve:

* Completing the fund application form (available online in September)
* Submitting the form for review and support
* Supporting documentation, including event budgets and/ or invoices may be required to process requests.

## Special Events

Special Events

* The fund can help offset costs associated with special events, ensuring that all members can participate in these important experiences.
* Important reminder that all events should follow our events process
* A copy of the event budget is required at the time of request.

**How to Apply:**

Members, Units or Districts seeking financial support from the NB Council Member and Unit Support Fund should apply outlining the specific needs and costs associated with the request.  The application process will involve:

* Completing the fund application form (available online in September)
* Submitting the form for review and support
* Supporting documentation, including event budgets and/ or invoices may be required to process requests.

# Event Planning Guidelines: Districts

There are four types of events and corresponding event planning forms

## Girl Focus Events and Overnight

The majority of registrants are girl members, the content of the event is program-related, and the event includes an overnight component – [Budget Template HST](https://www.girlguides.ca/WEB/Documents/ON/Events/Event-Basic-Budget-Template-taxable-event.xlsx)

## Girl Focused Day Opportunities

The majority of registrants are girl members, the content of the event is program-related, and the event runs for one day only – [Budget Template no HST](https://www.girlguides.ca/WEB/Documents/ON/Events/Event-Basic-Budget-Template-non-taxable-event.xlsx)

## Adult / Sisterhood Socials

The majority of registrants are adult members, and the purpose of the event is to promote the sisterhood of Guiding – [Budget Template HST](https://www.girlguides.ca/WEB/Documents/ON/Events/Event-Basic-Budget-Template-taxable-event.xlsx)

## Training

Training events are a great way for members to connect with other Guiders, share ideas and remain energized about Guiding. Rangers are also welcome to take these trainings – [Budget Template Trainer](https://www.girlguides.ca/WEB/Documents/ON/Events/Event_Training_Budget.xlsx), [Trainer Event Submission Form](https://www.girlguides.ca/WEB/ON/Adult_Members/ON/Adult_Members/Forms/Adult_Member/Trainer_event_submission_form.aspx)

## Budget Development

All events need a budget. Event Planners should plan a break-even\* budget, meaning Event Planners structure the budget in a way that ensures the anticipated revenue matches the anticipated expenses. Throughout the planning process, Event Planners are required to review and revise the budget in collaboration with their Event Coordinator to ensure that revenues and expenses are on track. Event Planners working with an Event Coordinator are required to use the appropriate budget template, as indicated above.

## Tips for creating an event budget:

### Revenue

An event budget requires all sources of revenue to be identified and captured, including the fee participants will pay to attend, available donations (if applicable) and organizational subsidies (i.e., TEAM, the Member and Unit Support fund).

### Participants

* Ensure all individuals attending the event are captured, including participants (girls and Guiders) and planning team members whose numbers need to be identified for any expenses associated with their attendance (i.e. food).
* The event budget templates include an allocation for the number of planning committee members for food, clothing and crest expenses; however, their numbers are excluded from the allocation of program supplies. The Event Coordinator (staff member) will confirm with the Event Planner (EP) (volunteer organizer) how the planning committee members should be included in these variable expenses.

### Expenses

The event budget templates itemize the various elements of an event that may have an expense attached to them and therefore need to be considered by the EP (event planner) when developing their budget.  
  
Each line should be carefully reviewed to ensure that all relevant expenses are captured. All expenses should be recorded without HST, as GGC event expenses are eligible for ITC or PSB rebate. Here is a breakdown of the various expenses identified for a typical budget, and the types of issues that need to be considered:

### P-card Administration Fee

Confirm how many cards are needed for the event and complete the [Purchase Card Application - Non-Unit](http://www.guidesontario.org/web/ON/Adult_Members/Forms/Hidden/Purchase_Card_Application_-_Non-Unit.aspx). The use of a P-card is the preferred method for transacting expenses associated with an event and ensures that you and your team do not need to pay out of pocket for the event’s expenses. There is no cost for the purchase card.

### Facility Rental

Every event requires a venue, in some capacity. Contracts associated with the rental of a venue must be submitted to [nb-contracts@girlguides.ca](mailto:nb-contracts@girlguides.ca) for approval. Guiders are not authorized signing authorities for the organization and therefore cannot sign an agreement/contract on behalf of Girl Guides of Canada. Please be aware that there is a 14-business-day timeline requirement for processing these submissions.

### Entertainment / Equipment Rental / Instructors / Speakers Fees

If a third-party service provider is engaged for this purpose, please ensure that any contractual agreements associated with the provider are submitted via email to nb-contracts@girlguides.ca for approval. Invoices submitted for payment of the services rendered must be provided on a company’s official letterhead or invoice.

### Hired staffing costs

The process of hiring staff for **any** GGC activity must be conducted by GGC’s People and Culture team. The Event Coordinator can assist with making the necessary connections to initiate this process.

### Mileage Reimbursement

The EP determines which mileage rate is most appropriate to their event and budget. The rate for reimbursement is $0.25/km for optional attendance and $0.50/km for mandatory attendance. These are the only rates available to be used for mileage. The EP cannot arbitrarily identify a different mileage reimbursement rate. Gas/fuel expenses cannot be budgeted or expensed in place of mileage unless the budget also includes a rental vehicle.

### Facility rental (per person cost, if applicable)

Ensure that the total number of participants and committee members is included in this number.

### Food Cost

Ensure that the total number of participants and committee members is included in this number.

### 

### Event clothing item or promotional item(s)

The EP is required to obtain artwork approval before proceeding with ordering any merchandise for their event. Consider whether the planning team as well as the participants will be receiving these items and ensure they are included in the total number required.

### Crest (design/set-up and cost of product)

The EP is required to obtain artwork approval. Ensure that all participants and committee members (if receiving crests) are included in this number.

### Program Supplies

Consider whether all participants (including committee members) should be included in this calculation.

### Credit card processing fee (3.0% of total credit card charges)

This is only applicable for events where credit card payment is an option. These are typically events where registration takes place by individual participants rather than by unit registration.

### Credit card processing fee for online registration

Each credit card transaction has an associated $0.11 fee. This fee is only applicable for events where credit card payment is an option, typically when registration is by individual rather than by unit.

What happens if there is a surplus of funds when the event closes?

If the event is an approved fundraiser with a signed FR.1, the surplus will be transferred to the account of the unit identified on the FR.1. If there isn’t an FR.1 associated with the event, the surplus funds will be transferred to the NB Council account that provides subsidies for girl events.

**What about fundraising events?** If the event’s purpose is to raise funds, or if the event includes a fundraising component and the fundraising is outside of Girl Guide Cookies, then the Event Planner must submit the [FR.1 Fundraising Application Form](https://www.girlguides.ca/WEB/ON/Adult_Members/ON/Adult_Members/Forms/Adult_Member/Application_for_fundraising_approval.aspx) to request approval for the fundraiser.

### HST

Charging HST on certain events is a requirement of the Canada Revenue Agency. The Event Coordinator will help the Event Planner determine whether or not the event is HST eligible and will help ensure the budget accurately reflects HST eligibility. HST is charged when the event includes an overnight component or when the event is targeted to individuals 14 years of age and older

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### Registration Fees

It is recommended that Event Planners simplify the event budget by having one price point for adults and/or girls. Having various price points makes it confusing for the registrant and complicates the budget creation process.

## Important things to consider when planning an event

### Artwork Approval

Any items the event planner wishes to produce for the event must adhere to our Council artwork approval processes. Before a commitment is made to produce any items, the artwork must be submitted to the Provincial Commissioner and approved.

### Inclusivity and Accessibility

When planning an event, Event Planners are encouraged to review the [National Inclusivity and Accessibility resources](https://www.girlguides.ca/web/MZ/About_Guiding/Inclusivity___Accessibility/MZ/About_Guiding/Inclusivity___Accessibility.aspx?hkey=e4d1d75f-ce4f-413a-a717-fa96a7a043ef)

### Registration lists and events records

An Event Planner will be provided with access to a registration report for the event. This report will outline all the information collected on the registration form. Please be aware of the fact that most of the information collected in these reports is personal. As such, extra care should be taken to ensure that the information is protected. Event Planners should keep personal information in a secure place, or on a password protected electronic device. Within the calendar year that the event occurred, Event Planners need to ensure that they dispose of any hard copies of personal information in a secure manner (i.e. shredding), and that any personal information is deleted within their personal email or off their electronic device. Event Planners should note that if they collect Safe Guide forms at an event (i.e. SG.2), or if they complete them at the event (i.e. H.3), they should be forwarded to the Event Coordinator for retention purposes.

### Safe Guide

[Safe Guide](https://www.girlguides.ca/WEB/MZ/Guider_Resources/Safe_Guide_SubPages/MZ/Guider_Resources/Safe_Guide_SubPages/Safe_Guide.aspx) is the official Girl Guides of Canada risk management tool.  
  
Event Planners are reminded that they must ensure Safe Guide requirements are taken into consideration when planning their events. Event Planners are encouraged to help registrants by acting as the Responsible Guider for the event and by submitting all the appropriate paperwork. If the Event Planner chooses to undertake Safe Guide paperwork on behalf of the registrants attending the event, the Event Coordinator can provide details about how to submit Safe Guide paperwork in an efficient manner.

### Fundraising

If you are planning an event as a fundraiser an  [FR.1](https://www.girlguides.ca/WEB/ON/Adult_Members/ON/Adult_Members/Forms/Adult_Member/Application_for_fundraising_approval.aspx) must be submitted and approved before the registration can be posted to the event calendar.

### Expenses

Purchases may only be made after the Event Planner and the Event Coordinator confirm that adequate revenue has been collected to proceed with the event. Some exceptions may be considered; Event Planners should speak with their Event Coordinator for details.

### Reimbursement for expenses

There are two ways to handle purchasing items associated with an event:

1. Purchase card: A purchase card is a credit card provided by GGC that allows Event Planners to purchase supplies without being out of pocket. When the Event Planners make a purchase, they should retain the receipt. Every month, a statement is emailed to them, at which point they submit the statement and receipts to the Event Coordinator they are working with.
2. Expense forms: An expense form is used for reimbursement to the Event Planner or her team if they choose to make purchases for events using their own money or if they choose to claim budgeted mileage costs.

An Event Coordinator can explain how to take advantage of either of these options.

## 

## Events Terms and Conditions

All requests for a refund must be submitted via the [Events – Request for Change to existing event registration form.](https://www.girlguides.ca/web/ON/Adult_Members/ON/Adult_Members/Forms/Adult_Member/Events_-_request_for_change_to_existing_registration.aspx)A refund, less the 50% deposit, will be issued up until 30 days prior to the event start date. All deposits are non-refundable. After this time no refunds will be provided without medical documentation, or if extenuating circumstances (e.g., death in the family) apply. Refunds are provided via the same method used to pay for the event. For this reason, if you have paid using a prepaid Visa or MasterCard, we recommend you retain the card for any future transactions. If an event is cancelled by the event planner, a full refund will be issued.  
  
The refund policy is subject to change.

## Event Logistics

### Registration

All event registrations need to be done through double knot via [Event Planning](https://mbr.girlguides.ca/MZ/Guider_Resources/Events/MZ/Guider_Resources/Event_Planning.aspx?hkey=1cad041e-4e83-4f13-9791-d03fd675a75f)

The creation of the event and registration forms can take up to four weeks to complete.

### PR

We encourage all event planners to work with our PR Advisor to spread the word about the events via our social media streams. As a best practice, Guiders should not be giving interviews with the media without seeking guidance from the Provincial PR Advisor and the Provincial Commissioner.