



Guiding Essentials

Standards at a Glance



Girl Guides
of Canada
Guides
du Canada

Table of Contents

Section 1.0 Philosophy

- 1.1 Fundamental Principles**
- 1.2 Girl Guides of Canada Motto**
Motto
Brownie Motto
- 1.3 Vision, Mission and Values**
Vision
Mission
Values
- 1.4 Promise**
Promise
Brownie Promise
Spark Promise
- 1.5 Law**
Law
Brownie Law
- 1.6 Sign and Handshake**
Sign and Handshake
Spark Sign

Section 2.0 Structure

- 2.1 Branches in Guiding**
- 2.2 Other Program Options**
Extraordinary Options
Girl Assistants
Lones
- 2.3 Units**
Unit
Special Interest Units
Units in Institutions
Canadian Units on Foreign Soil (CUFS)
Unit Guider
Unit Administration
Transfers from One Unit to Another
Transfers from Other Countries



Temporary Residents of Canada
Transfers Outside of Canada

2.4 Districts

District Commissioner
District Council
District Guider
Opening and Closing Units

2.5 Areas

Area Council

2.6 Community Model of Guiding

Introduction
Types of Communities
Positions

2.7 Provinces

Provincial Commissioner
Provincial Council

2.8 National

Introduction
Board of Directors
Committees of the Board
Executive Committee
National Review Board
National Networks

Section 3.0 International

3.1 World Association of Girl Guides and Girl Scouts (WAGGGS)

Introduction
Operations
World Centres
Trefoil and World Flag

3.2 Girl Guides of Canada's Involvement with WAGGGS

International Commissioner
World Thinking Day
Canadian World Friendship Fund (CWFF)
Twinning

3.3 Contact with Other Countries and International Travel

Contact with Other Countries
International Events
Nationally-Sponsored International Events
Canadian Friendship Pin and Badge



Section 4.0 Membership

4.1 Membership Philosophy

Introduction
All-Female Organization
Anti-Discrimination

4.2 Categories of Membership

Girl Member
Adult Member

4.3 The Membership Process

The Membership Process for Girl Members
The Membership Process for Adult Members
Privileges and Responsibilities of Membership

4.4 Registration and Enrolment

Introduction
Registration
Enrolment
Appointment
Positions Overview
Mentoring
Annual Membership Fee
Payment of Membership Fees

4.5 Screening

Introduction
Police Records Check
PRC for Potential Member
PRC and Code of Conduct Renewal for Adult Members
PRC Exemptions
Temporary PRC Exemption
Permanent PRC and Code of Conduct Exemption

4.6 Non Member Volunteers

Males
Non-Member Registration
PRC for Non-Member Volunteers

4.7 Temporary Residents of Canada

Enrolment
Enrolment Pin

4.8 Uniform and Insignia

Introduction
Uniform
Uniform of Other Countries



Uniform and International Travel
Girls' Insignia and Badges
Adult Members' Insignia

4.9 Performance and Conduct

Code of Conduct
Code of Conduct Exemptions
Performance and Conduct Management
Refusal of Membership
Refusal of Appointment
Termination of Appointment
Termination of Membership or Relationship with GGC
Appeal Process
Investigative Suspension of Membership or Relationship
Criminal Investigation and Legal Defence

4.10 Girl Protection

Introduction
Procedures
Reporting Suspected Child Abuse
Girl Protection Report (GP.01)
Girl Protection Report for Incidents Involving Adult Members or Non-Member Volunteers
Girl Misconduct and Bullying
Girl Protection Adviser

4.11 Training and Enrichment for Adult Members

Introduction
Training Streams
Mandatory Safe Guide Trainings
Safe Guide Training: Accommodations and Exemptions
Rangers and Adult Trainings
Safe Guide Training and Rangers

Section 5.0 Awards

5.1 Awards

Introduction
Application
Area / Provincial Awards
Awards for Girl Members

5.2 Membership Awards and Recognition

Membership Pin
50+ Years of Membership
New Unit Guider Appreciation Pin
Gold Thanks Pin
Letter of Commendation
Unit Guider Award
Commissioner / ACL Award
Team Award



Fortitude Award
Valour Award
Merit Award
Medal of Merit
Beaver
Gold Maple Leaf
Honourary Life Award

- 5.3 Non Member Awards**
Silver Thanks Pin
Letter of Commendation

5.4 Scholarships

Section 6.0 Program

- 6.1 Program Overview**
Introduction
Program Elements
Girl Engagement
Progression
Special Needs
Guides Own
Reflections

Section 7.0 Risk Management

- 7.1 Safe Guide**
Introduction
Waivers
- 7.2 Insurance**
Introduction
Limitations
Incident Report Form
Claim Form
Uninsured Activities
International Travel
Interprovincial travel
Property



Section 8.0 Finance

8.1 Financial Record Keeping

- Introduction*
- Policy*
- Management*
- Responsibility of the Commissioner/Unit Administrator*
- Bank Accounts*
- Signing Officers*
- Accounting Records*
- Statements/Reports*
- Audit/ Review*
- Guider Resigns*
- Unit or Council Disbands*
- Unit Funds*
- Grants*
- Investments*
- Charge Accounts*
- Real Property and Leases*
- Contracts (Borrowing and Indebtedness)*

8.2 Fund Development

- Introduction*
- Fund Development*
- Donations and Charitable Receipts*
- Grants*

Section 9.0 Administration

9.1 iMIS

- Introduction*
- Member Information Management*
- Girl Members*
- Youth Members*
- Girl Assistants*
- Transitioning Members*
- Potential Members*
- Members-at-Large*
- Recipient of Honourary Life Award*
- Locating Resources*
- Reports*
- Role of iMIS Sites*
- iMIS e-Series: Direct Home Access, Online Forums and Discussion Groups*

9.2 Privacy

- Introduction*
- Personal Information*
- Disclosure*
- Special Consideration for Girl Members*
- Security*
- Privacy Officers*



9.3 Records Retention

Retention Schedule
Forms Retention Schedule

Section 10.0 Public Image

10.1 Public Image

Public Image – Standards
Media Contact
Crisis Communication
External Use of Uniform and Insignia

10.2 Publication

Style Guide
Logo and Visual Identity
Copyright

Section 11.0 Cookies

11.1 Cookies

Introduction
Campaign Information
Cookie Selling Efforts
Sales Aids
Cookie Ordering
Delivery Guidelines

Section 12.0 Glossary

Section 13.0 Index



Introduction

Guiding Essentials: Standards at a Glance is essential information for Members of Girl Guides of Canada-Guides du Canada (GGC) who are responsible for administration and/or program delivery. It provides information about policies, their implementation and related procedures as they affect Members of GGC.

Guiding Essentials is a document that provides basic answers to simple, frequently-asked questions and refers to additional documents for more detailed information. Most secondary documents are available on the Member Zone section of our website or from your provincial office.

An explanation of terms, names and abbreviations is provided in a glossary at the end of this document.



Philosophy, 1.0

1.1 Fundamental Principles

The Girl Guides of Canada philosophy has its roots in the World Association of Girl Guides and Girl Scouts (WAGGGS) philosophy as expressed in the Promise and Law.

For more information:

<http://www.wagggsworld.org>

1.2 Girl Guides of Canada Motto

Motto

Be prepared.

Brownie Motto

Lend a hand.

1.3 Vision, Mission and Values

Vision

Girl Guides of Canada-Guides du Canada, the organization of choice for girls and women, makes a positive difference in the life of every girl and woman who experiences Guiding, so she can contribute responsibly to her communities.

Mission

Girl Guides of Canada-Guides du Canada enables girls to be confident, resourceful and courageous, and to make a difference in the world.

Values

The stated values for Girl Guides of Canada-Guides du Canada are stipulated in the Promise and Law.

1.4 Promise

Promise

*I promise to do my best
To be true to myself, my beliefs and Canada.
I will take action for a better world
And respect the Guiding Law*



Brownie Promise

*I promise to do my best
 To be true to myself, my beliefs and Canada.
 I will take action for a better world
 And respect the Brownie Law*

Spark Promise

I promise to share and be a friend.

1.5 Law

Law

The Guiding Law challenges me to:

- Be honest and trustworthy
- Use my resources wisely
- Respect myself and others
- Recognize and use my talents and abilities
- Protect our common environment
- Live with courage and strength
- Share in the sisterhood of Guiding

Brownie Law

As a Brownie
 I am honest and kind;
 I help take care
 Of the world around me.

1.6 Sign and Handshake

The Sign and Handshake



The Sign and Handshake are traditional forms of greeting within Guiding. All adult and girl Members (except Sparks) use the Sign. It is used when the Promise is repeated. During an enrolment ceremony, all Members present make the Sign when the new Member makes her Promise.

The Sign is made with the right hand raised to shoulder height, elbow down, three fingers upright, thumb and little finger bent and touching. Each finger of the Sign represents one of the three parts of the Promise.



Members shake hands with the left hand when greeting.

Spark Sign



The Spark Sign is used when the Promise is said. The Sign is made with the right hand raised to shoulder height, elbow down, first two fingers upright, thumb bent and holding down the third and fourth fingers.



Structure, 2.0

2.1 Branches in Guiding

Branches in Guiding

Guiding for girls is divided into five age groups:

- Sparks - 5 and 6
- Brownies - 7 and 8
- Guides - 9 to 11
- Pathfinders - 12 to 14
- Rangers - 15 to 17+
- Extra Ops are units made up of girls with specific common interests (e.g., Trex)

In some case mixed Units, called multi-branch or Guiding Units are formed that include various age groups.

Guiding begins with the Spark program, but girls can join Guiding at any age, without completing prior levels. Generally, girls move through the branches with their peer group. The term peer group refers to girls in the same grade in school. Because of this, girls who have a birthday later in the year will be the age of some girls in a younger branch; and those who have a birthday earlier in the year will be the same age as some girls in an older branch.

2.2 Other Program Options

Extraordinary Options

Extraordinary Options or Extra Ops is an innovative way to deliver Guiding to more girls. Girls in Extra Ops participate in programs that relate to a single activity or theme, such as camping, sports, travel, or the arts. They do not earn badges and use only basic insignia. Girls can choose to be members of both a branch Unit and an Extra Ops Unit.

Trex is an Extra Op for girls 12 to 17+ that focuses on camping and the outdoors.

Girl Assistants

Girls assisting Guiders in Units. They may be:

Registered as Guides or Pathfinders. They wear the uniform and insignia of their own branch and are registered in their branch Unit, not the Unit where they are helping.

OR

Girls 12 to 14 years old who are not registered with any other branch. They are registered in the Unit in which they are helping. They can participate in all Guiding activities (camps, international trips, etc.) suitable for their age group. They are placed in Units with the agreement of the Unit Guider and the District Commissioner/Administrative Community Leader. They wear the gold Enrolment pin and are enrolled using the Guide Promise. These girl assistants are counted as girls for ratio purposes.



They wear the Pathfinder uniform without the tie and any relevant badges or pins for this branch with the exception of those earned through the Pathfinder program.

Lones

Lones are girls who are unable to attend regular meetings because of distance, health, work or studies. This may include Canadian girls living outside of Canada on a temporary basis.

Girls in a Lones Unit do their program primarily through correspondence. Therefore, Lones are generally Guides, Pathfinders and Rangers. However, arrangements can be made for Lone Sparks or Brownies.

If it is at all possible for a girl to attend a Unit meeting at least once a month she should be registered in the Unit instead of in the Lones program. Whenever possible, a Lone should be attached to an active Unit to take part in camps and other special events.

Lone girls complete part of the program through correspondence. Letters, e-mail or video tapes are sent to their Lone Guider regularly, and she is expected to reply.

Lone Guiding is managed by the provincial Lones adviser or the provincial Program adviser. Lone Guiders are responsible for the registration of Members, their enrolment, correspondence with Members and the Unit records.

Lones have a Lone pin that they can wear on their uniforms. Sparks, Brownie and Guides wear it on their badge scarf. Pathfinders and Rangers wear it on the pin tab.

2.3 Units

Unit

Units meet on a regular basis and are comprised of girls and Guiders, usually in a branch specific program: i.e. Sparks, Brownies, Guides, etc. They can also be made up of girls from different branches (multi branch units). Adult Members in units are in ratio to the girls as outlined in Safe Guide and Unit Guiders must have completed Safe Guide Training. All units are registered in the national Membership database, iMIS.

Special Interest Units

Occasionally Units are established in association with a specific religious faith or cultural or linguistic heritage. This can only happen in communities that can support more than one GGC Unit. In communities where only one Unit is practical, membership must not be restricted.

Units in Institutions

Units can operate out of institutions such as hospitals, correctional centres or care facilities. This service is provided in consultation with the staff of the institution, the ACLs and the Area and Provincial Commissioner.



Canadian Units on Foreign Soil (CUFS)

GGC Units may be formed in other countries when Canadian families wish such a program and/or when the opportunity to participate in Guiding is not otherwise available. These Units are known as Canadian Units on Foreign Soil.

Unit Guider

The Unit Guider is a valuable resource. She represents the organization to the girls, their parents/guardians and to the greater community.

She has the responsibility for the leadership and management of the Unit and is both accountable to, and supported by, her Commissioner or Administrative Community Leader (ACL) for her personal performance and for meeting the requirements of her appointment.

While there is no defined term of appointment, a Unit Guider will participate in regular evaluation of her leadership role with her Commissioner/ACL or designate.

For more information:

☞ Unit Guider position description is located in the Membership section of Member Zone.

Unit Administration

Guiders are responsible for the administration of the Unit by:

- Following the policies of Girl Guides of Canada and delivering programming according to the policies and procedures of Girl Guides of Canada. These are primarily found in this document, the girls' program books and Safe Guide.
- Providing information on the Members of their Unit for entry into iMIS, the membership database
- Maintaining current and accurate Unit records, including girls' program records
- Maintaining appropriate financial records and submitting financial statements for review/audit as required
- Responsibly budgeting for the year's activities (program, outings, camps, special events)
- Ensuring that at least one Guider from the Unit attends each district meeting, where applicable.
- Planning all Unit activities according to Safe Guide procedures.

For more information:

Sections 8 and 9 of this document contain information about finance and administration.

Transfers from One Unit to Another

When a girl transfers from one Unit to another, she should be given a copy of her program record sheet to give to her new Guider. A girl who has been registered in one Unit must be accepted by a Unit in the community to which she is transferring. If transferring mid-year, the girl will not be expected to pay her annual fee again in her new Unit.

Transfers from Other Countries

A girl transferring to Canadian Guiding from another country may continue to wear her own badges and Enrolment pin or she can be given Canadian badges if the requirements are comparable. If she wishes to complete a badge started in another country, credit will be given towards a comparable Canadian badge



if information about her work to date is provided by her former association. Girls must pay their annual Membership fees.

Adult Members transferring from other countries are required to go through the Member screening process and pay annual membership fees. Members transferring from other countries are encouraged to also check in with their provincial council to understand the registration process.

Temporary Residents of Canada

A girl living temporarily in Canada may continue to wear the uniform, Enrolment pin and badges of her home country while participating in Canadian Guiding.

Transfers Outside of Canada

Canadian girls moving to another country on a temporary basis are encouraged to participate in Girl Guiding/Girl Scouting in that country. Upon returning to Canada, their Guiding experiences while they were away will be equated to the Canadian programs. In some instances there may be an opportunity for them to participate in a CUFS (Canadian Units on Foreign Soil) Unit. If neither option is feasible, a Member may remain part of Canadian Guiding as a Lone or, in the case of an adult, as a Member-at-Large. A member-at-large may have a Link or Trefoil Guild activity. To do this she should register, in the usual way.

2.4 Districts

District Commissioner

The District Commissioner is the leader of a district team and provides strong and positive support to the Unit Guiders. This position is supported by training, 'parents' and supporters' committees' and Area and/or Provincial councils.

As well as providing leadership and support, a District Commissioner has administrative responsibilities including record management for the district. As Commissioner, she should continue to have contact with the girls through visits to Units for activities such as enrolment ceremonies and World Thinking Day.

For more information:

☘ District Commissioner position description is available as part of the "So Now You're A District Commissioner" handout located in the Membership section of Member Zone.

District Council

District councils are established to promote and administer Guiding within a geographic region. The District Commissioner (or Commissioners in a shared leadership model) is a mandatory Member of this council, which may also include the Deputy District Commissioner(s), district secretary, district treasurer, District Guiders, advisers, Unit Guiders and representative(s) of the parents' and supporters' committees (if applicable). Other Members, if desired, may be elected. A Member's term is generally for three years with a possibility of reappointment for up to two years

For More information:

☘ *Bylaws* are located under Governance in the Policies and Procedures section of Member Zone.



District Guider

A District Guider is an experienced Member who works with girls and is familiar with the organization. She is responsible for keeping apprised of the girls' programs and other program initiatives. She is expected to participate in relevant trainings and be familiar with programs available to Members. She acts as an informal mentor to other Guiders and is able to take on the responsible Guider role in those circumstances when a Unit needs a temporary Guider. She can also take on other Guiding responsibilities in collaboration with the council's Commissioner.

Opening and Closing Units

When opening or closing a Unit, it is important that Unit Guiders communicate with their District Commissioner or Unit Administrator. They will have information about meeting space and the procedures that must be followed when opening a Unit. They will also be able to contact their local iMIS home site to either get an iMIS number for a new Unit, or remove a closed Unit from the database. A Unit cannot be opened until at least one of the Unit's Guiders has completed the Safe Guide training module.

2.5 Areas

Area Council

Area councils are established to promote and administer the business and programming of GGC within a geographic region. The Area Commissioner (or Commissioners in a shared leadership model) is a mandatory Member of this council, which may also include the Deputy Area Commissioner(s), area secretary, area treasurer, District Commissioners, and area standing committee advisers. The council may also include other elected Members.

An area council may establish an executive committee to conduct business for the council in the intervals between council meetings.

Standing committees may be established to assume responsibility for specific aspects of the area council's work.

Please note: provinces may have different organizational arrangements. Use these references as appropriate to your particular location.

For more information:

♣ *Bylaws* are located under Governance in the Policies and Procedures section of Member Zone.

2.6 Community Model of Guiding (currently the administrative model in Ontario)

Introduction

Members with common goals who come together in communities to support the delivery of the Guiding program in Ontario. Units and Provincial Councils operate as in other provinces.

Types of Communities

Types of communities include Units, provincial council, administrative and specialty communities.



a) **Administrative Community:** Administrative Communities are established to provide administrative support to a group of Units. This support is provided by an Administrative Community Leader (Member) and a Unit Administrator (staff).

b) **Specialty Communities:**

Local Specialty Community: A group of Members with skills and resources in specific areas of need who unify to implement a specific project to support girls and/or adults. The specialty activity may be offered to Members in a particular locale or may be open to those across the province. The Local Specialty Community will continue as long as there is interest. Examples may include program days, Guider gatherings and cookie blitzes.

Provincial Specialty Community: A group of Members who provide support to a provincial adviser and her section or to provincial council. These groups will continue as long as there is a need.

Extreme Specialty Community: A group of Members and/or non-Members with specialized skills/expertise to support the work of the Ontario Council and the Provincial Commissioner. These groups will continue as long as there is a need. Examples may include Property, Safe Guide Assessor and Conflict Resolution Communities.

Positions

a) **Administrative Community Leader:** A Member who provides leadership and support to the Unit Guiders within a specific administrative community. This support includes:

- Adult membership recruitment, screening and placement
- Adult membership retention through mentoring, training supports, Unit management support and implementation of the National Performance Management program, should the need arise

b) **Unit Administrator:** An employee who provides administrative support to Units within a specific administrative community. This support includes:

- Processing adult recruitment paperwork
- Processing girl registrations from INQ to placement
- Administering iMIS program for local needs
- Supporting Unit Guiders with:
 - Processing communications
 - Processing financial requirements
 - Knowledge of appropriate resources and how to engage them

c) **Community Guider:** A Member who acts as an informal mentor to other Guiders, and is able to take on the responsible Guider role as needed (replaces the term 'District Guider')

d) **Resource Guider:** A Member with specialized skills who offers programs/activities to Units to support the Unit Guiders. These activities are generally offered in the usual meeting time and location.

2.7 Provinces

Provincial Commissioner

The Provincial Commissioner is the leader of her province and chair of the provincial council. She provides leadership in the design and implementation of the provincial operational plans that



support the strategic plan of Girl Guides of Canada. In her role on the provincial committee, she has input into decisions that support the implementation of policies and programs at the national level of the organization.

Accountability

The Provincial Commissioner is accountable to the Chief Commissioner through the Deputy Chief Commissioner - Provincial. She is responsible for the administration of Guiding within her province and for ensuring that decisions are made according to the policies and strategic priorities of the organization.

The Provincial Commissioner has the responsibility to vote in the Board of Directors elections and at the National Annual General Meeting.

Appointment

The Chief Commissioner appoints the Provincial Commissioner on the recommendation of the provincial council concerned. The provincial council makes its recommendation through an election. The initial term of the Provincial Commissioner is for a period of three years. She may be eligible for reappointment by the Chief Commissioner for up to two more years.

For more information:

🔗 Provincial Commissioner position description available under Governance in the Policies and Procedures section of Member Zone.

Provincial Council

Provincial Councils are established by the Board of Directors to promote and administer the business and programming of GGC within a specific jurisdiction. For administrative purposes, Guiding in Canada is divided into the following jurisdictions:

- British Columbia
- Alberta (which is comprised of Alberta, the Yukon and the Northwest Territories)
- Saskatchewan
- Manitoba
- Ontario (which is comprised of Ontario and Nunavut)
- Quebec
- New Brunswick (which is comprised of New Brunswick and Prince Edward Island)
- Nova Scotia
- Newfoundland and Labrador

The Provincial Commissioner is the chair of the provincial council. **Membership** of a provincial council may also include the Deputy Provincial Commissioner(s), secretary, treasurer, Area Commissioners, advisers, chairs of provincial standing committees and other elected Members.

The **provincial executive committee** conducts business for the provincial council in the intervals between council meetings. Minutes of the provincial executive committee are circulated to council members and actions are reported to the next provincial council meeting.

Standing committees may be formed by a provincial council to promote and administer specific aspects of the organization. They work in close cooperation with each other, with relevant national departments, national advisers, and with related committees within the province/territory.



For more information:

☞ *Bylaws* are located under Governance in the Policies and Procedures section of Member Zone.

2.8 National

Introduction

The national level includes the Board of Directors, committees of the Board and the national office. The national level of Girl Guides of Canada serves the needs of adult and girl Members by:

- Governing the organization and stewarding GGC resources
- Developing and monitoring long-term strategic directions to ensure the country-wide vitality and viability of Guiding
- Liaising with, and actively supporting participation in, WAGGGS
- Developing and maintaining relevant programming for girls
- Promoting and maintaining high standards for adult leadership
- Producing resource material for the use of Members and the promotion of Girl Guides of Canada
- Liaising with relevant national organizations

The national level works in close cooperation with provincial councils, networks and committees. National level activity is guided by the Vision, Mission and Values of Girl Guides of Canada and the strategic plan established by the Board of Directors.

Board of Directors

The Board of Directors (the Board) is responsible for the governance of Girl Guides of Canada and is accountable to its membership.

The Chief Commissioner is the most senior spokesperson and ambassador of Girl Guides of Canada—Guides du Canada, the Chair of the Board and the Executive Committee, and an officer of the corporation. She is responsible and accountable for the activities of the organization through the authorities delegated to her.

For more information:

☞ *Bylaws* are located under Governance in the Policies and Procedures section of Member Zone.

☞ List of current Board Members http://www.girlguides.ca/board_of_directors

Committees of the Board

The committees of the Board are:

- Audit & Finance
- Provincial
- Program Stewardship
- Governance
- Funding Stewardship
- Nominating

For more information:

☞ *Bylaws* are located under Governance in the Policies and Procedures section of Member Zone.



Executive Committee

The executive committee is comprised of the Chief Commissioner, the Deputy Chief Commissioners (Provincial, Governance, and Member Services) and the Chief Executive Officer. The Chief Commissioner – Elect is also a member of this committee from the time she is elected until her installation as Chief Commissioner.

For more information:

☘ *Bylaws* are located under Governance in the Policies and Procedures section of Member Zone.

National Review Board

In the event that an individual's membership with GGC is terminated, she has the right to appeal. The National Review Board considers such appeals in accordance with the appeals process policy. The decisions of the National Review Board are final.

For more information:

☘ The Terms of Reference for the National Review Board are available under Governance in the Policies and Procedures section of Member Zone.

National Networks

National networks are made up of national advisers and provincial advisers. Each province may have representation on each national network. The networks provide relevant and valuable consultation between the national departments and the Members as appropriate.

For more information:

☘ National Network documents are located under Governance in the Policies and Procedures section of Member Zone.



International, 3.0

3.1 World Association of Girl Guides and Girl Scouts (WAGGGS)

Introduction

Girl Guides of Canada is one of 26 charter Members of the World Association of Girl Guides and Girl Scouts (WAGGGS). Founded in 1928, WAGGGS is a worldwide Movement of 145 member countries and serves approximately 10 million Girl Guides and Girl Scouts (as of 2010). Together, they impact their friends, families and the wider communities in which they live. WAGGGS is the official umbrella organization for all national Girl Guide and Girl Scout organizations in the world.

Through its Member Organizations (MOs), WAGGGS provides a high quality, non-formal educational program that delivers dynamic, flexible and values-based training in life skills, leadership and decision-making. WAGGGS provides girls and young women with an international family joined by common bonds of understanding, friendship, the Promise and Law and their aspirations to make the world a better place.

The Member Organizations (referred to as MOs) are organized into five regions:

- Africa
- Arab
- Asia Pacific
- Europe
- Western Hemisphere (of which Canada is part)

WAGGGS holds regular, cooperative meetings with other non-governmental organizations (NGOs), addressing world issues and contributing to the formation of world policies.

Through WAGGGS, girls and young women have the opportunity to meet their peers around the world and to participate in exciting international projects with major international, UN and NGO partners.

For more information:

🌐 WAGGGS website www.wagggsworld.org

Operations

Every three years, WAGGGS holds a World Conference in a selected member country. There, leaders of all Member Organizations join together to discuss and debate issues that affect girls and women and to set strategic priorities for the World Board, which will oversee the operations of WAGGGS during the next three years. The 12 members of the World Board are elected for a six-year term. The terms are staggered, so that six new members for the Board are nominated and elected to their positions at each World Conference.

In the year before the World Conference, each region holds a Regional Conference, where the governing body of the region meets to plan for the World Conference. Canada is invited to the Western Hemisphere Regional Conference, held in a different member country each time. At each Regional Conference, six new members are elected to the regional committee for a three-year term. Members can be re-elected for a total of six years. The role of the committee members is to further the Mission



and policies of WAGGGS through the work of the region.

Operations for WAGGGS and its regions are run from the World Bureau in London, England.

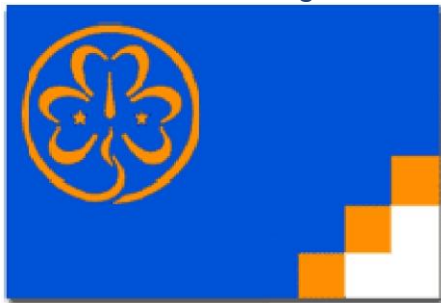
World Centres

WAGGGS owns four World Centres:

- Sangam in Pune, India
- Our Chalet in Adelboden, Switzerland
- Pax Lodge in London, UK
- Our Cabaña in Cuernavaca, Mexico

Each Centre is a warm and comfortable "home away from home," where Girl Guides and Girl Scouts from around the world can stay and feel part of a family of new and old friends. There, they will develop leadership and life-skills through international friendship, challenge, adventure and self-development.

Trefoil and World Flag



The Trefoil, used on the World pin, is the unifying symbol of WAGGGS. Every part of the Trefoil has a meaning:

- The golden Trefoil on a bright blue background represents the sun shining over all the children of the world.
- The three leaves represent the three-fold Promise as originally laid down by the Founder.
- The base of the stalk represents the flame of the love of humanity.
- The vein pointing upward through the centre of the Trefoil represents the compass needle pointing the way.
- The two stars represent the Promise and Law.
- The flag is used at the World Centres, World Bureau, WAGGGS gatherings and by all Member Organizations. Its design also has specific meaning:
- The white blaze in the lower, right-hand corner of the flag represents WAGGGS' commitment to peace.
- The three golden blocks that crown the blaze symbolize the three-fold Promise.



3.2 Girl Guides of Canada's Involvement with WAGGGS

International Commissioner

Each Member Organization of the World Association of Girl Guides and Girl Scouts has an International Commissioner. At Girl Guides of Canada our International Commissioner (IC) is the most recently retired Chief Commissioner. The International Commissioner assists the Chief Commissioner in maintaining, developing and strengthening links between Girl Guides of Canada, WAGGGS, the Western Hemisphere Region, the World Bureau and other Member Organizations.

World Thinking Day

Guiding and Scouting was started by Lord Robert Baden-Powell, with the help of his sister, Agnes. After his marriage, he was joined by his wife, Lady Olave Baden-Powell. As a gesture of respect, Girl Guides and Girl Scouts around the world celebrate Lord and Lady Baden-Powell's shared birthdays on February 22 each year. This special day is called World Thinking Day and is a time for WAGGGS members to reflect upon their Guiding sisters in other countries and a common theme designated each year by WAGGGS.

Unit Guiders are encouraged to participate in World Thinking Day and Guide-Scout Week celebrations by holding special activities and focusing meeting time on other countries. At the same time, Members are encouraged to raise and donate money to the Canadian World Friendship Fund to support Girl Guiding and Girl Scouting around the world.

Canadian World Friendship Fund (CWFF)

Throughout the Guiding year, but especially during February and World Thinking Day activities, Members donate money to support the international work of Girl Guides of Canada through the Canadian World Friendship Fund (CWFF). By financially supporting the fund, Members are able to make a positive difference in the quality of life for under privileged girls and young women both nationally and globally.

Money raised and donated is allocated to a wide variety of international programs, activities and initiatives. A large portion goes to WAGGGS and the Western Hemisphere Region where it is used to support Girl Guiding/Girl Scouting in less fortunate MOs. Additional funds support WAGGGS' Mutual Aid programs that focus on specific projects in individual MOs. The CWFF also assists GGC Members selected to represent Canada at international events and to bring Members from other MOs to visit Canada. Members' contributions to CWFF are warmly welcomed by MOs and have helped to create bonds with Girl Guides and Girl Scouts throughout the world. Working to support CWFF also enhances Unit activities in Canada and our work to encourage girls and women to become active citizens of the world.

Twinning

Over the decades, Girl Guides of Canada has added to its international work through a "twinning" relationship with other MOs of WAGGGS. Twinning allows Girl Guides of Canada to provide support to MOs and learn about other cultures.

Units are encouraged to learn about current twinning relationships and to use available resources to enrich their programming.



3.3 Contact with Other Countries and International Travel

Contact with Other Countries

When planning travel to a non-WAGGGS country, groups are required to notify the International Commissioner at the start of planning to determine if there are any contradictions to such travel.

International Events

Invitations to GGC Members to attend events in other MO countries go through the International Commissioner. These invitations are placed on the GGC website so Members at the Pathfinder and above levels can consider participating in these events. .

Invitations for international GGC events in Canada must be sent to the International Commissioner to ensure they are forwarded to the relevant contacts of the MOs in their countries.

Nationally-Sponsored International Events

Girl Guides of Canada subsidizes opportunities for Members to travel to World Centres, international Guiding events and other international initiatives. Members of the specified age are invited to apply and are selected under the direction of the International Commissioner with the support of the national international adviser and the international selections team leader. Selected participants are assisted financially through GGC. To afford as many Members as possible the opportunity to participate in nationally-sponsored international events, Members can only attend:

- Once as a girl Member
- Once as an adult Member

Canadian Friendship Pin and Badge

The Canadian friendship pin or badge is used as a gift to Girl Guides and Girl Scouts from other countries and for international badge collections. The Canadian friendship pin or badge is not worn by Canadians.

For more information:

♣ Trefoil Round the World (contact national merchandising to order a copy)

♣ WAGGGS website www.wagggsworld.org



Membership, 4.0

4.1 Membership Philosophy

Introduction (Excerpted from “Act of Incorporation, Bylaws”)

The Girl Guides of Canada shall be self-governing and independent of any political party. It shall be open to all girls and women who subscribe to the Values of Girl Guides of Canada, and to the conditions of membership established by the World Association of Girl Guides and Girl Scouts, namely, membership is 'voluntary [and] open to all girls and young women without distinction of creed, race, nationality, or any other circumstance' who subscribe to the objects of the Act of Incorporation and the Bylaws of the Girl Guides of Canada. Women who do not become enrolled and men shall be known as volunteers and shall not be Members of the Corporation.

All-Female Organization

Excerpt from the "Statement on the Girl Guides of Canada as an Organization for Girls and Women," 1987, reconfirmed every year by the Board of Directors:

We believe strongly that the girls of Canada are best served by programming designed specifically for girls.

We believe Guiding is uniquely suited to the needs and aspirations of girls and young women today. It inspires an ethic of cooperation while encouraging leadership potential; it fosters in girls a sense of self-esteem and pride in their own gender and equips them to function as persons in their own right in these complex competitive times.

Guiding gives girls opportunities during their formative years to experiment with various roles, and develop skills and capabilities free from negative or stereotyped attitudes. All-female organizations create opportunities for women to take executive and leadership positions and thus provide role models for girls.

Our goal is to help expand girls' and young women's expectations of themselves by enabling them to develop in a female environment free from sexual stereotyping. Women and girls take positions of leadership, use their talents and abilities in planning and policy making, and are encouraged to take these skills into their lives.

Anti-Discrimination

Girl Guides of Canada establishes an atmosphere in which every person feels accepted, valued and respected. Girl Guides of Canada-Guides du Canada (GGC) recognizes and values the richness of human diversity in its many forms, and therefore strives to ensure environments where girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can participate fully. This commitment to inclusion means GGC's culture, programming, and environments where girls and women feel safe, respected, supported, and inspired to reach their potential.



For more information:

- ☘ Governance Policy 01-16-01: Anti-discrimination information is available under Governance in the Policies and Procedures section of Member Zone.
- ☘ Adult Member Support Procedures, Module 1, Policies and Procedures are available in the Membership section of Member Zone.
- ☘ Code of Conduct information is available in the Policies and Procedures section of Member Zone.

4.2 Categories of Membership

Girl Member

A girl Member is a Member who has not yet attained the age of majority as defined in legislation in the province or territory where she resides.

Adult Member

An adult Member is a Member who has attained the age of majority as defined in legislation in the province or territory where she resides.

4.3 The Membership Process

The Membership Process for Girl Members

Girls who want to become Members of Girl Guides of Canada must make the Promise, pay the annual membership fee and submit the appropriate paper work.

The Membership Process for Adult Members

All Women who want to become Members of Girl Guides of Canada must complete the following within six months of joining:

- Go through the appropriate selection and screening process;
- Review *Orientation to Guiding* with screener
- Obtain a police records check (PRC) that meets GGC requirements;
- Make the Promise; and
- Pay the annual membership fee

Members working as Unit guiders must also complete Safe Guide training within six months.

District Commissioners and Administrative Community Leaders provide support to potential Members as they go through the membership process.

For more information:

- ☘ Section 7.1 of this document contains more information about Safe Guide.
- ☘ Adult Member Support Procedures, Module 2: Screening in the Membership Section in Member Zone



Privileges and Responsibilities of Membership

All Members have the responsibility to subscribe to the Promise and Law, adhere to the Code of Conduct and all policies and standards, as well as pay the annual membership fee.

For more information:

🍀 Benefits of Membership Fact Sheet available in the Membership Section in Member Zone.

4.4 Registration and Enrolment

Introduction

Registration and enrolment are not the same thing at GGC.

Registration is the process by which a girl or woman completes the administrative requirements to become a Member. She fills out paperwork and pays her annual membership fee. Women must also complete the screening process. Once these requirements are fulfilled the girl or woman is considered a Member of Girl Guides of Canada.

Enrolment is a ceremony where a girl or adult Member makes her Promise and receives her Enrolment pin.

Registration

Girls and women can register for Girl Guides at any point during the year. However, Girl Guides of Canada does have a National Registration Week in September. This is an opportunity to promote Guiding programs to the public.

Once a girl registers and pays her annual membership fee, her paperwork is sent to her local iMIS home site and she is entered into the database. This completes her registration process.

Once a woman registers she begins the screening process. When a woman successfully completes the screening process, and pays the annual fee, she is a Member. As a Member of Girl Guides of Canada she may wear the uniform.

Enrolment

A Member is enrolled in Girl Guides of Canada after she makes her Promise. Enrolled Members receive Enrolment and Membership pins from their Commissioners, provincial Membership department or their delegate. An adult Member may wear her Guide enrolment pin.

Members only enrol in the organization once. This means that if an adult was enrolled as a Guide Member, she is not enrolled again even if she has taken a break from Guiding.

Appointment

A Member is appointed to her position (e.g. Pathfinder Guider, District Commissioner). Appointments are either conducted by an Administrative Community Leader or a Commissioner. Some positions have set terms and a Member may be appointed to different positions concurrently. She may be presented with an



appointment pin for the position (e.g., Brownie Guider would be presented with Brownie Guider Appointment pin; a Commissioner with a Commissioner Appointment pin). Any Member (girl or adult) who serves on a committee or in a position is eligible to receive an appointment pin for that committee or position.

Positions Overview

Girl Guides of Canada provides a variety of opportunities to our Members, through positions as Unit Guiders, Commissioners, advisers, ACLs, provincial council members, committee members and directors of the National Board of Directors. All Members who accept a position will receive appropriate training and support to assist them with their role within the organization. Mentoring is available.

Each position has its own position description, and while most are for a three-year term, some can be renewed for another two years. Unit Guiders have no set term.

Positions such as Commissioner or adviser may be shared. For administrative purposes, one of the Members will be designated as the contact but responsibilities for the position are shared.

Those interested in volunteering at the national level should check the Girl Guides of Canada website for posted positions (girlguides.ca/job_volunteer_opportunities).

The provincial council is responsible for approving the position descriptions for their provincial advisers. Those position descriptions may be used by other councils in the province for area or district advisers.

Members interested in positions as Commissioners, ACLs or advisers should contact their local Commissioner or ACL and look for opportunities on both the provincial and national websites.

Mentoring

GGC Mentoring is a proactive program to support and retain new Guiders, particularly those in their first year of leadership with GGC. Guiders who are encouraged, supported and recognized will be more likely to continue their Guiding experience and will, in all likelihood, feel a greater overall sense of satisfaction with the organization. Skilled happy Guiders ultimately will ensure a successful, quality Guiding experience for our girl Members.

Annual Membership Fee

The membership fee is set by the Board of Directors and is paid annually by every girl and adult Member.

In addition, provincial councils may set and approve additional local registration fees. These registration fees are over and above the national membership fee. All fees charged at the time of registration should be clearly explained to parents/guardians/adults.

Adult Members who are 75 years of age or older as of December 31 will not be required to pay the national membership fee. To qualify, the Member's date of birth must be recorded in iMIS.

A Member who has received the Honourary Life Award is not required to pay the annual membership fee.

Payment of Membership Fees

Girls and women are welcome to join Girl Guides of Canada at any time during the year. Registration is



iMIS of new GGC Members should occur at the time of application. When a new Member joins, the Membership period is the Guiding year, which is September 1 to August 31 of the following year.

All Members are expected to pay the national membership fee (as set by the Board of Directors) once a year. This means that new Members who register after April 1, may have their membership fee applied to the upcoming Guiding year and will not have to pay an additional membership fee in the fall when they join their Unit.

However, additional registration fees may be applied locally and should be paid in accordance with local requirements and schedules.

4.5 Screening

Introduction

Adult Members are important role models for our girls and young women. Therefore, it is important to maintain consistently high standards and values in recruiting and screening potential members. The overriding concern is the safety of the girls and the integrity of the organization.

The following nine-step screening process has been developed to help GGC recruit the best adult Members possible:

1. Initial contact
2. iMIS record initiation
3. Submission of a signed application (registration)
4. Personal interview
5. *Orientation to Guiding* reviewed with screener
6. Minimum two personal reference checks
7. Conditional position offer to potential member
8. Police records check (PRC), initially and every subsequent five years
9. iMIS records updated at each step.

The entire screening process must be completed within six months and is the highest priority for the Commissioner, ACL or her delegate. All forms are available in Policies and Procedures on Member Zone.

For more information:

🔗 Adult Member Support Procedures, Module 2: Screening available in the Membership section of Member Zone.

Police Records Check

For the safety of the girls and adult Members, all adult Members of the organization must obtain a police records check (PRC) that meets GGC requirements every five years. In some provinces, PRCs are arranged through a background screening company. In other provinces, Members are responsible for obtaining their own PRC. Check with your area or provincial office to determine the process. Procedures for obtaining a PRC vary. Usually the police service responsible for a potential Member's home address conducts the screening.

When a PRC is obtained, the following databases must be checked:

- **Vulnerable Sector Screen**
- **Pardoned Sexual Offenders Database**



PRC for Potential Member

The PRC for a potential member must be dated no earlier than six months prior to the date on the A.1 form.

PRCs obtained on behalf of other organizations within the past six months are acceptable if they include a Vulnerable Sector Screen and the Pardoned Sexual Offender database check.

Potential Members should also check with their area or provincial office to see if the PRC should be sent by the police to a Guiding office, to the relevant Commissioner or directly to the potential member.

A copy of this PRC must be retained at either the provincial office or an alternate location as determined by that provincial council.

PRC and Code of Conduct Renewal for Adult Members

All current adult Members must submit a new PRC and renew their agreement to the Code of Conduct every five years.

The provincial office will notify the Member by mail of the need to renew their PRC and Code of Conduct agreement, six months prior to the expiration of their current PRC. The letter will include the Member's PRC expiration date along with an explanation of the renewal process.

If a new PRC and signed copy of the Code of Conduct are not received within three months of the expiration date, the Member will receive a second reminder letter from the national office to advise her that these are required and without them her membership will be cancelled. This letter will also state the date and terms of cancellation and the process to reinstate membership.

If a PRC or a signed Code of Conduct are not received by the expiry date, the Member will receive a final letter from the national office advising of her GGC membership cancellation.

A copy of this PRC renewal must be retained at either the provincial office or an alternate location as determined by that provincial council. Photocopies are accepted.

PRC Exemptions

In some circumstances, a Member or a Potential Member may be considered for an exemption from providing either an initial or subsequent PRC. An exemption may be granted to Members or Potential Members who

- have no contact with girl Members (e.g., they do not attend Unit meetings, camps or youth events)
- hold no position within the organization.

When completing an Exemption form (EX.3), the Member or Potential Member must provide a reasonable explanation of why she is unable to obtain the PRC. The Chief Commissioner is the final authority on the approval of PRC exemptions on a temporary or permanent basis.

Temporary PRC Exemption

A temporary PRC Exemption can be applied for by Members or Potential Members for a period of 1 year up to a maximum of 5 years.

To be eligible for a Temporary PRC Exemption, Members or Potential Members must:



- Not be in contact with any girl Members and hold no position within the organization;
- Be unable to apply for a PRC because they are out of the country, have an extended serious health circumstance or reside in a nursing home, for example.

Exemptions are reviewed by the Provincial Commissioner involved and forwarded to the Chief Commissioner for consideration on an individual basis.

If, subsequent to obtaining her temporary exemption, the Member or Potential Member increases her level of activity within the organization, i.e., will be in contact with girl Members and/or will hold a position within the organization, she must obtain a PRC and sign a copy of the Code of Conduct.

When a Temporary PRC Exemption expires, the Member or Potential Member will be notified, and she will be required to obtain a PRC and sign the Code of Conduct. If she wishes to extend the temporary exemption, it must be reapplied for in the same manner as the original exemption.

Permanent PRC and Code of Conduct Exemption

A permanent PRC and Code of Conduct Exemption may be granted due to conditions that are not likely to change, such as living in a nursing home, long-term illness, etc. Members who have no contact with girls, hold no positions and have their birth date recorded in iMIS may apply for a permanent exemption at age 75. Anyone with a Permanent PRC Exemption is not required to sign the Code of Conduct.

4.6 Non-Member Volunteers

While adult Members are volunteering for the organization, Girl Guides of Canada distinguishes between Members and non-member volunteers by referring to Member volunteers as “Members” and non-member volunteers as “volunteers”. Non-member volunteers do not have the privileges and benefits of Membership. Non-members do not wear the uniform; subscribe to the Promise and Law; have access to Member Zone, the TEAM training program for adult Members or scholarships; and they do not pay Membership fees. Non-member volunteers must however, agree to uphold the Code of Conduct. Please see the Supervision section in Safe Guide for information on non-Member volunteers as supervisors.

Males

Males can be non-member volunteers in a limited capacity. Girl Guides of Canada defines itself as an all-female organization. This is in keeping with our Bylaws and Act of Incorporation. As such, males can assist occasionally with unit activities, but cannot be presented as Members or Unit Guiders, cannot be counted in the adult supervision ratios, and must have a female Guider in attendance when working in any way with Girls. Please see the Supervision section in Safe Guide for more information on males in Guiding.

Non-Member Registration

Non-members who volunteer as a Unit Assistant (helping regularly with Units, in a camp setting, on outings) or a Treasurer (handling Girl Guides of Canada funds) or as a Home Contact Person, must complete the Non-member Volunteer Application (A.7) and agree to the Code of Conduct.



PRC for Non-Member Volunteers

Clean Police Record Checks are required for non-member adults who volunteer:

- With girls on a regular basis
- At GGC camps as supervisors at overnight events
- As treasurers

A PRC is valid for five years and, in accordance with GGC's screening policy, must include a Vulnerable Sector Screen and a Pardoned Sexual Offender Database check.

Non-member volunteers are recorded in iMIS along with their PRC and Code of Conduct information. The original PRC is returned to the non-member along with an iMIS non-member profile. The non-member retains both for his or her personal files.

Female non-member volunteers who decide to become a Member may use this PRC for their membership. The volunteer must complete all other steps in the membership process.

For more information:

🔗 Supervision section in Safe Guide in the Policies and Procedures section of Member Zone

4.7 Temporary Residents of Canada

Enrolment

Women and girls who are citizens of other countries, but living temporarily in Canada, and who have not previously been enrolled in another country, may be enrolled in Girl Guides of Canada and accept the Promise as follows:

*I promise to do my best
To be true to myself, my beliefs and Canada.
I will take action for a better world
And respect the Guiding Law*

Enrolment Pin

A girl or woman who has been enrolled as a Girl Guide or a Girl Scout in another country is not required to be enrolled again in Canada. She may continue to wear the pin or badge with which she was enrolled or she may wear the Canadian Enrolment pin.

Adult Positions

A woman living temporarily in Canada who is a Member may be appointed to any adult position for which she qualifies; however she must still complete the screening process in Canada before working with girls.



4.8 Uniform and Insignia

Introduction

Guiding is a uniformed organization that provides a variety of uniform options. Uniforms identify girls and women as Members of our organization and all that it stands for. Uniforms give a sense of pride and belonging and act as an equalizer.

Uniform

The uniform may only be worn by Members of Girl Guides of Canada. It is up to the individual woman, or girl with her parent(s), to decide which uniform options best suit her needs. Uniform options are detailed in the program books and national merchandising catalogue.

Uniform of Other Countries

A girl or woman living temporarily in Canada may continue to wear the uniform and insignia of her own country's organization while participating in Guiding in Canada.

Uniform and International Travel

Members traveling internationally wear the international scarf, international shirt, shoulder flash and jacket. The scarf replaces the tie in the girls' uniform. The shoulder flash can continue to be worn for one year after return from travel, but the scarf is not worn with the uniform in Canada. The jacket is not considered official uniform.

Canadian Members selected by the World Centres for volunteer or paid staff positions receive international scarves.

Girls' Insignia and Badges

The girls' program book includes the details of the insignia worn on the uniform for each branch. It also makes suggestions regarding the placement of insignia. These are considered guidelines to allow for flexibility in placement as the insignia and badges are presented or earned.

For more information:

- ♣ Visit the online store at thegirlguidestore.ca.
- ♣ Girls' program book.

Adult Members' Insignia

The following are recommended guidelines for adult Members wearing Guiding pins:

- Insignia may be worn when the uniform is worn.
- It is recommended that one pin incorporating the Trefoil (enrolment pin) or the Guider appointment pin may be worn on the left point of the collar or on the pin tab on the left side of the uniform shirt.
- It is recommended that up to four pins of the Member's choice be worn on the left side on a pin tab on the uniform shirt (these can include appointment pins, Membership pins, award pins, etc).
- It is recommended that GGC name tags be worn on the right side



4.9 Performance and Conduct

Code of Conduct

This Code of Conduct is an integral part of involvement with Girl Guides of Canada-Guides du Canada (GGC). The Code of Conduct requires all Members, all volunteers, all employees and all parents and guardians of Members to:

1. *Refrain from words, actions and behavior – in any medium – that demonstrate disrespect for other Members, volunteers, employees or the family members of such individuals.*
2. *Uphold GGC's reputation and integrity by ensuring that their conduct, whether in person, online or otherwise, brings honour and dignity to GGC.*
3. *Be vigilant in ensuring an environment that is safe and protects girl and adult Members, volunteers and employees from emotional, physical, verbal and sexual abuse.*
4. *Respect other Members', volunteers' and employees' rights to privacy and the confidentiality of their personal information.*
5. *Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.*
6. *Respect and abide by the laws of Canada and of the relevant Province or Territory.*
7. *Treat Members, volunteers, employees and Members' families fairly, knowing that GGC does not tolerate unlawful discrimination on the basis of race, national or ethnic origin, citizenship, colour, religion, sex, age, mental or physical ability, political beliefs, socio-economic status, health-related status, sexual orientation, marital status, or any other grounds enumerated in the human rights legislation of the jurisdiction in which the individuals involved are located.*

In addition, Members, volunteers and employees will:

8. *Subscribe to the principles of the Promise and Law of GGC and adhere to GGC's bylaws, policies and procedures.*
9. *Fulfil their roles and responsibilities as stated in their position descriptions (where applicable) and act within the limitations of their authority in the discharge of their duties.*
10. *Diligently maintain the confidentiality of any information regarding GGC that they have obtained in the course of performing their roles in Guiding and that is not generally available to the public.*

Girl Guides of Canada-Guides du Canada reserves the right to take action regarding any breach of the Code of Conduct.

All adult Members, non-member volunteers, parents/guardians of girl Members, as well as GGC employees, are required to sign and uphold the Code of Conduct.

For more information:

♣ Governance Policy-01-28-01: Code of Conduct and Conflict of Interest and Pledge of Confidentiality are available under Governance in the Policies and Procedures section of Member Zone.

Code of Conduct Exemption

Only Members with at Temporary or Permanent PRC Exemption are exempted from signing the Code of Conduct.

Performance and Conduct Management

Performance and Conduct Management is designed to help adult Members, non-member volunteers, and parents/guardians engage in fun, respectful and safe interactions within the Guiding community. The



Commissioner or ACL oversees this process and may intervene in situations that require more support, understanding and direction.

For more information:

☘ Adult Member Support Procedures, Module 3: Performance and Conduct Management, available in the Membership section of Member Zone.

Refusal of Membership

A potential Member may be refused membership. Reasons for refusal of membership include participation in certain criminal activities and failure to complete the screening process within six months. There is no right of appeal regarding this decision.

Refusal of Appointment

A Commissioner may refuse an appointment if individuals are not suited to available positions.

Termination of Appointment

After investigating every possible solution, termination of a Member's appointment may be recommended. Only the Provincial Commissioner and the Chief Commissioner have the authority to terminate an appointment.

While termination of appointment cannot be appealed, it does not affect any other position the Member may hold within the organization. She will remain a Member of Girl Guides of Canada and may accept other appointments within it.

For more information:

☘ Adult Member Support Procedures – Module 3: Performance and Conduct Management in the Membership section of Member Zone.

Termination of Membership or Relationship with GGC

Membership, or in the case of a non-member volunteer or parent/guardian, their relationship with GGC will be permanently terminated in cases of illegal activity or misconduct. The Provincial Commissioner will bring the case and all documentation to the Chief Commissioner, who has the sole authority to terminate the membership or relationship. The Chief Commissioner will advise the individual by letter of her membership or relationship termination. Members can only appeal termination to the National Review Board (NRB). This must be done within 30 days of receiving the notice of membership cancellation.

For more information:

☘ National Review Board Terms of Reference available in the Governance Manual in the Policies and Procedures section of Member Zone.



Appeal Process

All evidence in the appeal process is provided by written documentation. The NRB has the authority to affirm the decision, overturn the decision or overturn the decision and substitute another decision. The decision reached by the NRB is final.

For more information:

☞ Governance Policy 01-13-01- Appeal Process available in the Governance Manual in the Policies and Procedures section of Member Zone.

Investigative Suspension of Membership or Relationship

An investigative suspension of membership or relationship is a temporary removal of an adult Member from her membership, or for non-Members or parents/guardians the suspension of his or her relationship with GGC, pending completion of investigation and fact finding. It is used if the individual faces a serious allegation of illegal conduct or in the event of the significant injury or death of a person at a GGC activity. This investigation does not imply guilt.

Criminal Investigation and Legal Defence

If criminal charges are laid, the Member will provide her own legal defence.

4.10 Girl Protection

Introduction

The GGC program establishes an atmosphere where each person feels accepted, valued and respected. In these situations, a girl may disclose information that reason to suspect child abuse. The Girl Protection procedures have been developed to support Members through these situations.

The procedures also offer proactive steps to assist Guiders in creating safe spaces.

Procedures

Each Member is expected to:

- Handle herself in a manner that is not open to interpretation of abuse
- Provide programming that helps girls develop the skills to avoid abuse
- Report to the appropriate child protection agency or police service when there are reasonable grounds to suspect that a girl needs protection
- Keep in strictest confidence any information received from any girl Member
- Inform the national office of these incidents using the Girl Protection Report (GP.01 or GP.02 forms), which will be kept in strict confidence

Reporting Suspected Child Abuse

In all provinces and territories of Canada, persons with knowledge of suspected child abuse are required by law to report the case to child protective services, and, in some provinces, failure to report carries criminal penalties.



Members who suspect child abuse must report to their local child protection services authority. If a report has been made, Members must complete the Girl Protection Report (GP.01 or GP.02 forms), and send to the national office. This procedure allows for GGC to be aware of reports directly affecting our Members. Members may make their own notes and use them as reference should they be called to testify in court. These notes must remain confidential and be kept secure. If Guiders would like assistance with completing the form, please contact membership @girlguides.ca .

Girl Protection Report (GP.01)

This form is to be used whenever you report suspicion or knowledge of child abuse to a child protection agency or the police.

Girl Protection Report for Incidents Involving Adult Members of Non-Member Volunteers (GP. 02)

This form is to be used to report any allegation of misconduct or child abuse by an adult Member of GGC or non-member volunteer involving one or more girl Member(s) of Girl Guides of Canada. This includes action taken outside regular meeting venues that may nonetheless impact the appropriate relations between Guiders and girls within the Unit. (An example of this would be excessive contact between an adult and child Member beyond the bounds of age-appropriate friendship). See “Legal Definition of a Child” in Girl Protection and Self-Harm Procedures.

Forms are available on the website at <http://forms.girlguides.ca> .

For more information:

- ☘ Governance Policy 01-17-01 – Girl Protection Procedures or Governance Policy 01-28-01; and the Code of Conduct are available under Governance in the Policies and Procedures section of Member Zone.
- ☘ Adult Member Support Procedures: Module 4: Girl Protection and Module 3 – Performance and Conduct Management available in the Membership section of Member Zone.

Girl Misconduct and Bullying

From time to time, girls’ behaviour can reach a point where it is seriously counter to the Code of Conduct, possibly illegal or hurtful or harmful to others in the Unit. Such a situation requires an experienced and skilled mediator to assist in the resolution. Contact your Provincial Commissioner or your Provincial Girl Protection Adviser. You can reach them through your provincial office. An enrichment module (training): Girls United is available to assist Members in creating healthy environments and recognizing and addressing social aggressions and bullying.

For more information:

- ☘ Adult Member Support Procedures: Module 5 – Girl Misconduct and Bullying are available in the Membership section of Member Zone. ☘ The Girls United Challenge can be found under Girl Programs in the Program Resources section in Member Zone.



Girl Protection Adviser

Provinces may have a designated girl protection adviser or specialist. She will provide guidance to Members who suspect child abuse and advise them of the appropriate next steps. She will also assist with providing/planning for training on this topic. Your provincial office has contact information for the Girl Protection adviser or specialist in your province.

4.11 Training and Enrichment for Adult Members

Introduction

The Training and Enrichment for Adult Members (TEAM) is a national training program designed to provide adult Members the opportunity to obtain the skills and resources that they need to carry out their positions. Attending training also helps them connect with other Guiders, share ideas and remain energized about Guiding.

Training Streams

The TEAM program is organized into five training streams. Each stream is specialized to meet the training needs of Members based on their appointment and position. However, all streams are open for all Members.

Members should consult the chart below to determine which training stream is best for them.

Unit Guider	<p>All Guiders involved in girl programs</p> <ul style="list-style-type: none"> Provides information specific to working with the girls in their Units. Through these training modules, Guiders learn about the issues girls are dealing with at different ages and ways to keep them engaged and excited about their program. Also included are the goals and components of the program and ways to deliver it in a fun, active and girl-centered way.
District Commissioner	<p>District Commissioners or ACL</p> <ul style="list-style-type: none"> Provides information on the screening process, managing human resources, District administration and risk management.
Administrator	<p>Board Directors, Provincial Commissioners, Area Commissioners, Administrative Community Leaders (ACLs), advisers, committee members, etc.</p> <ul style="list-style-type: none"> Provides information to assist these members in being more effective in their role by building skills in effective communication, team building and conflict management.
Outdoor Activity Leader (OAL)	<p>All Guiders interested in leading outdoor activities</p> <ul style="list-style-type: none"> Focuses on such aspects as: camp skills, environmental ethics, decision-making, effective communication, instructional strategies and sharing values. By participating in other Girl Guides of Canada training opportunities, Guiders can learn more about topics such as equality, leadership, administration, entrepreneurship (i.e., cookie-selling) and arts.
Trainer	<p>All Guiders interested in training other adult Members</p> <ul style="list-style-type: none"> Aims to equip Members with the skills and resources they need to effectively facilitate learning for fellow Guiders. Contact your local trainer or training adviser to find out about trainer stream trainings. She will also be able to inform you about the process of



	<p>becoming a Girl Guides of Canada trainer.</p> <ul style="list-style-type: none"> • For more information visit the Training section of Member Zone.
Enrichment Modules	<p>All Guiders</p> <ul style="list-style-type: none"> • Enrichment modules are trainings that participants in all streams can take for their personal development, beyond what is outlined in the stream prerequisite and foundation modules. These training opportunities will improve skills and enhance self-awareness. All Guiders are advised to take enrichment trainings to encourage personal growth.

Some streams have prerequisite modules that prepare the Guider for the material presented in the modules.

Mandatory Safe Guide Trainings

Safe Guide training introduces Unit Guiders to Safe Guide, the organization's procedures for managing safety and risk in activities. It explains the process for obtaining parent/guardian permission as well as GGC authorization for activities.

According to the Requirements of Members, all Guiding Unit meetings, activities, camps and events must have a Guider who has completed the Safe Guide training. She is known as the Responsible Guider and coordinates the planning and supervision of the activity.

Safe Guide training is mandatory for ALL Guiders who plan and/or deliver activities for girls and/or adults, and those who authorize activities or provide Safe Guide training. This includes

- Returning Members who have a gap in service of more than two years
- Safe Guide Assessors
- Camping, international, and water activity advisers, including deputy advisers and co-advisers
- Commissioners, including Deputy Commissioners, co-Commissioners
- Administrative Community Leaders (ACLs)
- Trainers

For new or returning Members, or current Members who take on a position requiring this training, it must be completed within **six months** of the join date or the rejoin date in her iMIS profile (See also [Safe Guide Training and Rangers](#)).

Members who are only active as Members of the Trefoil Guid or Link, or who are Members-at-Large, and do not plan and/or deliver activities for girls and/or adults, are not required to take Safe Guide training, however are encouraged to do so. However, if they take on any of the roles or positions requiring Safe Guide training, it must be completed within **six months** or the start of the position or role.

When adult Members (including Trefoil Guild, Link, Members-at-Large, etc.) invite girls to participate in an activity or participate in adult-only activities assessed at the Red level of Safe Guide, full compliance with Safe Guide procedures is required.

For more information:

🔗 Safe Guide is available from your provincial or area office and under Safe Guide in the Policies and Procedures section of Member Zone.



Safe Guide Trainings: Accommodations and Exemptions

Women who join our Movement to be Unit Guiders must complete Safe Guide training.. However, GGC recognizes that accommodation may be necessary to address an intellectual disability of a Member. Girl Guides of Canada is committed to offering an inclusive environment that provides accommodation for all Members.

Girl Guides of Canada defines intellectual disability for training purposes as “requiring an accommodation to complete the current published training materials”. GGC provides peer assistance with face-to-face training.

In order to safely manage risk, adult Members requiring accommodation for Safe Guide training will be supported under the supervision of other Guiders and will not:

- Be placed in a supervision role or be included in supervision ratios
- Be placed in the role of the Responsible Guider
- Be solely responsible for the girls and/or left alone with the girls

Exemptions from Safe Guide training may be requested in circumstances where accommodation is not possible. These exemptions will ensure that adult Members who are not able to meet the training requirements will not be recorded on compliance reports for new Member training and will eliminate the possibility that they will be suspended for not completing the mandatory training.

Safe Guide exemptions can only be added to a Member’s record by the Adult Member Support Department. If a Commissioner or ACL has a new adult Member who may be eligible for an exemption, please send an e-mail to safeguide@girlguides.ca and include the following:

- The Member’s iMIS #
- Full name
- A brief note explaining the reason for the exemption

Each request will be considered on a case-by-case basis.

Rangers and Adult Trainings

Rangers can participate in TEAM training and are credited for the training in their Member profile. With the exception of Safe Guide, these trainings are recognized when they become adult Members. See below for information on Safe Guide training and Rangers.

Former Rangers who become adult Members less than two years after their time in Rangers may apply for equivalency for Unit Guider training if they worked as a girl Member in a branch leadership role for at least two years. For the Putting the Pieces Together, the Member must have taken external relevant training.

Safe Guide Training and Rangers

A Ranger aged girl Member may complete Safe Guide and receive recognition on her iMIS profile.

When Rangers become Adult Members, they have two options for meeting the Safe Guide training requirement:

- a) Completing the Safe Guide training module again when they are the age of majority for the province/territory in which they live
- OR
- b) Applying for equivalency by:
 - Indicating that Safe Guide training was completed as a Ranger



Guiding Essentials

Standards at a Glance

- Providing a list of activities and events she was involved in planning using the Safe Guide as a Ranger
- Providing information on any additional relevant courses or training that would show an increased understanding of risk management.

Requests for equivalency are reviewed by a training adviser.



Awards & Recognition, 5.0

5.1 Awards

Introduction

Girl Guides of Canada encourages the use of awards to recognize and honour our Members.

Application

The Application for Recognition of Adult Service Awards (R.3) form is available on the website under the Forms section.

This form is also used to apply for awards for girl Members. Those wishing to nominate someone for an award should complete this form, attach letters of support where requested and forward it through proper channels to the appropriate office. The signature of the Commissioner or ACL concerned is required.

Transitioning Members (TMBRs) are eligible for nomination for adult awards.

All applications requiring national approval should reach national office after going through proper provincial channels, at least three months prior to the proposed presentation dates.

For more information:

- ♣ Awards information is available in the Unit Support Resources section of Member Zone.
- ♣ Adult Support Procedures Module 5 – Awards and Recognition.
- ♣ R.3 form Recognition of Adult Service Awards is available in the Unit Support Resources section of Member Zone.

Area / Provincial Awards

Provinces and area councils may establish an award to be granted according to their own criteria. Area awards must be approved by the Awarding council. See your Commissioner for application information.

Awards for Girl Members

Girl Members are eligible for certain awards to recognize their outstanding contribution to Guiding.



5.2 Recognition of Years in Guiding

Membership Pin

All girl and adult Members of Girl Guides of Canada receive a Membership pin. The Membership pin indicates the number of years of membership in the organization and only one Membership pin is worn at a time. Girls receive their Membership pin from their Guider or Commissioner and Adult Members receive their pin from their District Commissioner or Administrative Community Leader. Pins are provided at the beginning of the Guiding year. After 15 years of service, pins are awarded every five years.

50 + Years of Membership

Letters of recognition from the Chief Commissioner are sent to women with 50 years of membership and every five years after that.

New Unit Guider Appreciation Pin

This pin is presented to each new Unit Guider in the first year of service to GGC in a Guiding Unit. The pin is presented by the Unit Guider's council or administrative community and is only presented to a Member once. Transitioning Members (TMBRS) are eligible for this award. No award application is necessary.

Gold Thanks Pin

The Gold Thanks Pin may be given to girl and Adult Members for excellent service to Guiding. This award may be given at any level with the permission of the council concerned. It may be given more than once.

Letter of Commendation

A Letter of Commendation may be given to a girl or adult Member in recognition of exemplary service to GGC, and/or service to her communities. It may be given by any Member; applications are authorized by the awarding council. It may be given more than once to the same person.

Unit Guider Award

The Unit Guider Award is presented to Unit Guiders who: provide girls with diverse and exciting programs and opportunities that will help them achieve greatness; ensure there are regular bridging opportunities; always welcome new Members; attend trainings; participate in district or community of Guiding meetings; and uphold the values of GGC. The award is granted by the council concerned and has three levels:

- Bronze (1-3 years experience)
- Silver (4-10 years experience)
- Gold (11+ years experience)

Commissioner / ACL Award

This award is presented to Commissioners and Administrative Community Leaders who: lead by example, actively welcome new Members and retain current ones; mentor adult Members; uphold the values of GGC; have gained the respect of Members and parents. This award is granted by the council concerned and can be presented during a Member's tenure or upon retirement.



Team Award

The Team Award may be given to each Member who has been part of a team that planned and carried to completion an extraordinary event or project. A Member may receive the Team Award more than once.

Fortitude Award

Presented by the Board of Directors to girl or adult Members who have shown great courage and endurance in adversity. The application comes from the Province to the Board. The award may be given posthumously in special circumstances. Fortitude must have been demonstrated within the past 12 months, however, the onset of adversity may have occurred further in the past. Posthumous applications must be made no more than one year after death.

Valour Award

Presented by the Board of Directors to a girl or adult Member who has shown heroism in risking her life to save or attempting to save the life of another person. The award has three levels:

- Bronze for high risk to personal safety
- Silver for considerable risk to life
- Gold for greatest heroism and risk to life (highest award)

Applications must be made as soon as possible and no longer than 12 months after the incident.

Merit Award

Presented to adult Members for service to Guiding above the basic requirements for the position held. This Award is granted by the council concerned and has three levels:

- Bronze for dedicated service to Guiding
- Silver for excellent service to Guiding
- Gold for outstanding service to Guiding

An adult Member may receive any or all of the Merit Awards during her tenure in Guiding.

Medal of Merit

This award is presented for exceptional service to Guiding, beyond the basic requirements for the position held and it is granted by the provincial council.

Beaver

The Beaver Award is granted by the Board of Directors to adult Members for exceptional service to Guiding at the provincial or national level. Except in special cases, it is awarded only to those who hold the Medal of Merit.

Gold Maple Leaf

The Gold Maple Leaf Award is granted by the Board of Directors to adult Members for exceptional service at the national level, which contributes to the enrichment of Guiding in Canada. It is only awarded to those who hold the Beaver.



Honourary Life Award

The Honourary Life Award is granted by the Board of Directors to Adult Members still actively involved in the organization or upon retirement. Applications must be submitted through the Commissioner concerned and accompanied by the required fee. Honourary Life Award recipients must comply with GGC conditions of membership as set out in the GGC Bylaws and Screening Policy, with the exception of paying the annual membership fee.

5.4 Non Member Awards

Silver Thanks Pin

The Silver Thanks Pin may be given with the permission of the Commissioner concerned, as a token of thanks and appreciation to non-Members.

Letter of Commendation

A Letter of Commendation may also be presented to non-Members.

5.5 Scholarships

Scholarships

GGC offers scholarships and bursaries at the national, provincial and local levels. These scholarships recognize the achievements of Members and assist them in financing their education.

There are scholarships available at the national level. Special scholarships are also offered in a given year that recognize the contributions made by regular supporters and donors of GGC.

Application forms and criteria are available from national and provincial offices, or www.girlguides.ca.

Completed applications must be submitted by April 1 to:

Scholarship Administrator
Girl Guides of Canada – Guides du Canada
50 Merton St.
Toronto, ON M4S 1A3

For Scholarships/Bursaries available at the provincial level, please contact your provincial office or provincial website for more information.



Program, 6.0

6.1 Program Overview

Introduction

The Girl Guide program is designed to support the Vision and Mission of the organization and promote the values expressed in the Promise and Law. Programs are divided into five age specific branches, each providing challenging activities appropriate to the age group concerned. The program fosters creativity, a wide variety of interests, self-esteem, healthy living, initiative, self-reliance, resourcefulness, leadership and the development of core personal values.

Program Elements

The Girl Guide program contains a number of key elements:

- **Outdoor activities**, including camping, are an important part of the program. They provide opportunities for fun, adventure and challenge; create a love of a healthy outdoor life; foster an appreciation of the beauty and wonder of nature; and promote environmental stewardship and sound conservation practices.
- Units from different branches are encouraged to meet together to promote **continuance in the Movement**. This is referred to as “bridging”.
- Programs are enriched by outings or other external activities or by inviting people with specialized experience or skills to provide support to the Unit.
- **Service, including taking action** and involvement in civic activities provide Members with opportunities to engage in their communities, and help teach Members about the needs and resources available in their communities. Establishing special connections with communities and contributing to social change highlights the important role Guiding can play in shaping the future of our communities.
- **Global awareness** and international education bring understanding of the interdependence of people throughout the world; an appreciation of one’s own country, culture and heritage; and acceptance of the cultures and heritage of others. Emphasis is placed on learning about the differing realities of girls and women throughout the world and how Guiding in Canada helps to provide them with unique opportunities for leadership development, skills building and friendship-making. The relationship of Girl Guides of Canada to WAGGGS is included here.
- **Spirituality** is addressed in the program through various optional activities. Through these activities, girls have the opportunity to develop their individual spiritual values. Girl Guides of Canada is a secular organization which respects the personal beliefs and personal practices of all Members. GGC encourages all girl and women Members to grow in all aspects of their lives, including recognizing and exploring their personal and familial spiritual dimensions and those of their communities.

Guiders and Commissioners should take account of the special requirements of the faiths and beliefs of Unit Members, such as dress, diet, prayer hours and special celebration days when planning Unit programs and events. Since attendance at a church service or any religious



gathering is not an official part of the Guiding program, Guiders and Commissioners should be respectful and inclusive of the diversity of Unit membership.

GGC is open and welcoming of all Members regardless of religious affiliation and our program activities and our practices should demonstrate our commitment to inclusion of all cultures, beliefs, faiths and values.

- **Cookie selling** helps teach Members about entrepreneurial skills such as financial planning, selling and presentation through the hands-on participation in the cookie campaigns.

For more information:

🔗 [Girls' program books and Guider program manuals](#)

Girl Engagement

Girl engagement means we engage our girl Members as active participants and as full partners with our adult Members. Through girl engagement, GGC provides girls with the information and training they need to succeed while ensuring that girls' views are reflected in our programming and organizational priorities. By developing and implementing girl engagement at all levels of our organization, we enable girls to develop leadership and life-skills and in turn improve their communities, their country and the world. Through girl engagement, decision making is shared with girl Members in a way that matches their developmental ability and interests. This begins in Sparks and changes as girls grow older and gain experience in making and carrying out their own decisions. As girls mature, their share of the responsibility increases. The goal of Guiders should be to build the girls' leadership skills and confidence, increasing their share of responsibility in girl-focused program planning and decision-making.

Progression

By participating in their program, girls will earn badges. Specific standards of performance for earning badges apply only when dealing with safety measures; otherwise it is up to the Guider and girl to decide if a girl has worked to the best of her abilities to accomplish her program goals.

For work done outside of the Unit, a Guider, parent/guardian, or someone with relevant skills and/or knowledge can review with girls what they have done to earn their badges.

Guiding is not intended to be school-like. Guiders should avoid written work to evaluate progress and knowledge. Instead, they should aim to draw out a girl's new knowledge through conversation or by having her give a demonstration of her new skills. Awards earned from other organizations may qualify for a badge, if:

- they fulfill the same general purpose
- the requirements are equal to those in a badge
- the awards are recent

Program activities provided in the girls' program books are intended as a guide. They may be adapted to the interests of the girls and the facilities available to the Unit. The program is most successful when it is adjusted to suit the group. Whether the girls follow the exact requirements or not, the goal is that through their program they have opportunities to discover, investigate and have fun while experiencing the bonds of friendship.



Special Needs

Girl Guides of Canada welcomes Members with special needs. Program delivery can be flexible so that each girl can participate as fully as possible. Adaptations of the program are made when necessary and are based on the program's intent or goal.

In some cases, parents or guardians, the girl and Guiders will need to work together to develop a plan for the girl's participation. Parents or guardians may be asked to assist by either attending activities/events with their child or providing training for another caregiver.

For more information:

☞ Provincial Program Adviser or special needs adviser.

Guides Own

This is a ceremony that celebrates the ideals and spirit of Guiding. Readings, songs and other material should be universal, focusing on the shared aims of goodwill, peace, and giving thanks that form the basis of living in harmony.

Reflections

Reflections is a brief inspirational reading or presentation that opens a meeting or special event. It is a moment of thoughtful reflection on the group's activities and it fosters a sense of unity among participants.



Risk Management, 7.0

7.1 Safe Guide

Introduction

Safe Guide is Girl Guides of Canada’s standards and procedures manual for the risk management of activities. Full compliance with all its procedures must be followed for the following activities:

- Activities with girl Members
- Activities with girl Members in association with other organizations such as Scouts Canada and Duke of Edinburgh Award
- Adult-only adventure activities and adventure camping
- Uninsured activities are not permitted.

For procedures regarding alcohol, smoking and Guiding events, refer to *Safe Guide*.

Safe Guide is available from your provincial or area office and under Safe Guide in the Policies and Procedures section of Member Zone.

Waivers

If external agencies, outfitters or tour operators present waivers to be signed by participants, Members who have not reached the age of majority must have these forms signed by a parent or guardian.

7.2 Insurance

Introduction

The organization carries a Girl Guides of Canada Liability Insurance Policy and Accident Insurance Plan, providing second and third-party coverage, and supplemental health and accident insurance for its Members.

For more information:

☞ National Insurance Booklet is available in the Policies and Procedures section of Member Zone.

Limitations

Our insurance provides only secondary coverage under our personal, accident, medical and dental expense policy. The claimant must go through her own private insurance first. There is no provision under our policy for equipment, loss of wages or personal belongings.



Incident Report Form

An Incident Report Form (INS.01) is required to be completed any time anything unusual occurs during a Guiding meeting, activity or camp. All Incidents, whether minor or serious, must be reported to the National office. Most commonly Incident Report Forms are filled out in the event of injury or illness, but they can be filled out to document other unusual occurrences (i.e., a child cries uncontrollably for an entire meeting without explanation). The person in charge of the activity during which an incident occurs is responsible for giving written notice to the Commissioner and any appropriate advisers no later than five days from the date of the incident. The Incident Report Form (INS.01) is available on the website and from provincial offices.

Claim Form

The claimant has up to one year after the accident or illness to claim any expenses that may have occurred. All original medical receipts must accompany this form.

Uninsured Activities

There are certain adventurous activities which are not permitted as they are not covered under Girl Guides of Canada's insurance policy. Safe Guide contains a complete list of these uninsured and therefore 'not permitted' activities.

For more information:

♣ Safe Guide is available from your provincial or area office and in the Member section of the public website girlguides.ca.

International Travel

Additional medical/cancellation insurance is arranged for Members selected to represent Girl Guides of Canada at nationally sponsored international events in other countries and must be in place for participants invited through the In-Travel grants program.

Individuals and independent groups travelling to/from other countries are advised to buy additional health and/or travel insurance. This includes insurance for across the border visits of less than 72 hours.

Interprovincial Travel

Independent groups travelling to other provinces/territories are advised to investigate additional health coverage.

Property

National carries Commercial General Liability insurance that covers all registered buildings and real property owned, leased or rented in the name of Girl Guides of Canada. It is the responsibility of the owner or tenant at a provincial, area, district or Unit level, Community of Guiding, including campsites and other properties, to obtain property, vandalism, fire and theft insurance in the name of Girl Guides of Canada, for buildings and fixtures, furniture, stock, cookies and equipment at any location owned, leased or rented.



Finance, 8.0

8.1 Financial Record Keeping

Introduction

National assumes financial responsibility for the promotion and development of Guiding in Canada and for contributing to the support of the World Association of Girl Guides and Girl Scouts. These financial obligations are met through revenue from the annual membership fee, the merchandising department, grants, donations, bequests and other sources.

Policy

Funds collected by Units, camps, parents' and supporters' committees, councils and the Board are funds subject to public scrutiny.

It is expected that funds will be managed with extra care. There is zero tolerance for misappropriation of funds.

For more information:

♣ Bylaws are available in the Governance Manual in the Policies and Procedures section of Member Zone.

Management

Each Unit, parent and supporter committee, and council is expected to meet its financial obligations through its own efforts, according to the policy of the organization.

Responsibilities of the Commissioners/Unit Administrator

Each Commissioner, or Unit Administrator in partnership with the ACL, is responsible for the financial practices within her jurisdiction. She must have access to all financial records at any time. The Commissioner or Unit Administrator/provincial finance department will supply the financial volunteer with a list of duties, responsibilities and expectations. The sample duties below may be adapted for use within a jurisdiction.

Sample Duties, Expectations and Responsibilities for Financial Volunteers

- Ensure that all monies are deposited in full as received.
- Ensure that all expenditures are supported by complete and detailed documentation.
- Ensure that all cheque signers review the supporting documentation before signing a cheque.
- Ensure that at least two adult volunteers, including one adult GGC Member, sign all cheques.
- Ensure that the council concerned approves all those who are given cheque signing privileges, and records the approval in the council minutes.
- Ensure that blank cheques are never signed.
- Maintain accurate and reliable financial information on a timely basis.
- Ensure that bank reconciliation is prepared on a monthly basis.
- Ensure that the financial reports are audited or reviewed as per guidelines.



- Ensure that an annual financial report is prepared and forwarded to the appropriate Commissioner or Unit Administrator.

Bank Accounts

All funds must be deposited in a financial institution in the name “Girl Guides of Canada”, together with the name of the Unit or group concerned. Funds should not be deposited in a personal account.

Signing Officers

Cheques must be signed by at least two signing officers, who are authorized annually by the council or committee concerned, and recorded in the minutes.

Signing officers for Units, councils, Trefoil Guilds, and parents’ and supporters’ committees are to be authorized annually by motion of the responsible council, and noted in their minutes.

Blank cheques should never be signed.

Accounting Records

Accounting records must be kept up-to-date so that a report of the financial situation of the group is available at any time. Accounting records should be prepared by following the Standard Financial Reporting Manual and where applicable, established centralized banking procedures. Accounting records may be prepared manually or by computer.

Accounting records must be retained for seven years.

For more information:

♣ Standard Financial Reporting Manual, (each Unit should have a copy) which is available from provincial offices, in the Policies and Procedures section of Member Zone, and/or the online store.

Statements/Reports

Each Unit, council or other group of the organization must prepare and present a financial statement or report annually to their Commissioner. The annual financial report included in the Standard Financial Reporting Manual details the requirements. In Ontario, all Unit financial information is entered into the Centralized Banking System by way of a web form. All supporting documentation is submitted to the Unit Administrator at the Community Office. The annual financial report included in the Standard Financial Reporting Manual details the requirements.

Audit/Review

All financial statements/reports and accounting records are to be audited or reviewed annually. GGC year end is December 31 for all levels. Your provincial council will determine whether you require an audit by an independent auditor licensed through the appropriate provincial institution. The financial reviewer should not be related, through family or business, to the Unit Guider and/or persons responsible for the financial accounts. Auditors and financial reviewers must be approved by motion in the minutes of the council concerned.



Guider Resigns

When the Guider responsible for the financial records in a Unit resigns, the Unit's financial accounts must be reviewed by an approved financial reviewer and presented, together with the financial records, to the Unit's Commissioner or Unit Administrator as soon as possible.

Unit or Council Disbands

When a Unit or council disbands, its net assets are held in trust by the parent council for up to two years, with the expectation that the disbanded Unit or council might start up again.

Unit Funds

Funds to support each Unit come from some or all of the following:

- A weekly fee paid by the girls (dues)
- Additional registration fees (exclusive of the national membership fee)
- Cookie sales
- Additional fundraising if approved

For more information:

- ♣ Section 8.2 of this document contains information about fund development
- ♣ Governance Policy 01-19-01 Fund Development available under Fund Development in the Policies and Procedures section of Member Zone

Grants

See Fund Development, section 8.2

Investments

Any council may invest its funds in compliance with the Investment Policy. Such investments must be registered in the name of the Girl Guides of Canada together with the name of the council concerned.

For more information:

- ♣ Bylaws are available in the Governance Manual in the Policies and Procedures section of Member Zone
- ♣ Governance Policy 03-05-01. Investments available in the Policies and Procedures section of Member Zone

Charge Accounts

Charge accounts may be opened in the name of the Girl Guides of Canada, but only with the approval of the Provincial Commissioner or Chief Commissioner.

Real Property and Leases

All real property and leases of one year or more must be held in trust in the name "Girl Guides of Canada" for the council concerned. Contact the provincial office for proper procedures.



Should a district, area or provincial council or Community of Guiding cease to exist, national has the right to supervise the disposal of its properties for the benefit of the organization.

For more information:

☞ Bylaws are available in the Governance Manual in the Policies and Procedures section of Member Zone.

Contracts (Borrowing and Indebtedness)

When it is necessary to enter into a contract for professional or commercial services (for example, rental of camp equipment, boats, canoes, cars, professional guides or instructors, architects, contractors, office equipment, etc.), the contract must be approved by the Board of Directors or the Provincial Council as delegated in the Policy on Levels of Indebtedness Relating to Non-Real Property. Units may not enter into any lease or loan contract.

For more information:

☞ Bylaws are available in the Governance Manual in the Policies and Procedures section of Member Zone.

8.2 Fund Development

Introduction

Girl Guides of Canada undertakes fundraising to augment the financing of Girl Guide activities and programs.

In all fundraising activities it is imperative that the reputation, integrity and identity of Girl Guides of Canada be maintained, and that all municipal, provincial/territorial and federal laws are obeyed.

Fund Development

Councils, Units or individuals may not undertake fundraising projects, apply for grants or solicit donations without the appropriate approval.

Fundraising activities should meet community standards and be acceptable to the provincial council and the Board of Directors.

Girl Guides of Canada's Fund Development Policy guides fundraising activities in the organization.

GGC cookies are the official fundraiser for the organization and are the only approved fundraising vehicle that benefits all levels of Guiding. Participation at all levels is expected in both the classic vanilla and chocolate sandwich (spring) and the chocolatey mint (fall) cookie campaigns.

Any corporate fundraising initiative that will result in over \$1,000 being raised must be cleared in advance through the national Corporate Relations and Fund Development department.

There are potential legal liabilities with Members of GGC selling food products as a fundraiser for GGC which are not officially sanctioned by the organization. Therefore, all Safe Guide procedures for food



preparation and storage as well as all relevant government regulations must be followed when food is being prepared, served and sold by Members of GGC.

There are potential legal liabilities with GGC Members being involved in activities such as car rallies. Therefore, any GGC entity wishing to be part of a car rally must submit relevant information about the event to GGC's insurance broker one month prior to the event taking place.

Adult Members are not allowed to fundraise for adult-only trips. However, they are allowed to fundraise to benefit the girls; this would include Guiders fundraising for independent trips where they would be accompanying the girls. Note: fundraising for trips may only occur if 75 per cent of the participants at the start of the planning process are girls.

For more information:

♣ Governance Policy 01-19-01 Fundraising Policy available under Governance in the Policies and Procedures section of Member Zone

Donations and Charitable Receipts

All councils with a charitable tax number are required to file an annual charitable return (T3010) with Canada Revenue Agency , Canada Charities Directorate , within six months of the year-end date, December 31.

Donations received by individuals, corporations or foundations, or directed to national office, must be made payable to Girl Guides of Canada. If the donation is to be directed to a specific fund, such as CWFF, it should be noted in the memo line on the cheque.

Grants

Councils or individuals may apply for grants or solicit donations only with the approval of the provincial council or national office. Applications may be made for government and other grants when the criteria for such grants are compatible with the objectives of the project. Such applications must be approved by the provincial council or the Board of Directors, as appropriate.

Any grant application over \$500 must be pre-approved by the national Corporate Relations and Fund Development department.



Administration, 9.0

9.1 iMIS (integrated Membership Information System)

Introduction

“iMIS” is the acronym for integrated Membership Information System, the database management system Girl Guides of Canada uses for its membership information. GGC uses iMIS to ensure that everyone within the organization has access to accurate information in a timely manner. This Guiding Membership tool contains contact information and Guiding activities for each Member. iMIS is used to generate membership numbers, mail lists and reports.

Member Information Management

The Unit Guider is responsible for ensuring that the information for her Unit is up-to-date. A change of information such as an address or phone number should be corrected on Member Zone or reported to her iMIS home site for updating as soon as possible. Members can use Member Zone to view their entire profile – which includes information such as trainings, activities, first aid certification, etc.

For tracking, reporting and evaluation purposes, Members are subdivided into the categories outlined below within iMIS.

Girl Members (GMBR)

Girl Members are Members in the girl program including Sparks, Brownies, Guides and Pathfinders and girls who are part of the Extraordinary Options programming.

Youth Members (YMBR)

Youth Members are Members in the Rangers program.

Girl Assistants

Girl Members who assist in Spark, Brownie, Guide or Pathfinder Units.

For more information:

🌀 Section 6.3 of this document contains more information about Girl Assistants.

Transitioning Members (TMBR)

A transitioning Member is a Member who has not yet reached the age of majority in her province/territory, but who has completed the Rangers program. A transitioning Member may join Link and/or she may be an Associate Guider assisting in a Unit. Once she reaches the age of majority, she begins the screening process to become an adult Member.



Potential Members (PMBR)

A PMBR is in the process of completing the requirements to become an adult Member. She is entered into iMIS but has not completed her screening. A PMBR must complete the entire screening process (including a police records check) within six months of application or membership will be refused.

Members-At-Large

An adult Member not currently holding a position may maintain their membership with GGC by registering and paying the annual fee as a member-at-large.

Members-at-large who have never been enrolled are screened by the Commissioner or ACL who is responsible for ensuring they complete all membership requirements.

Recipient of the Honourary Life Award (HMBR)

A recipient of the Honourary Life Award is an adult Member for whom the national annual membership fee is paid for life. They must continue to meet the other requirements of membership, such as maintaining a current police records check.

For more information:

- ♣ Section 5 of this document contains more information about awards.
- ♣ Section 4.6 of this document contains more information about police records checks.

Locating Resources

Use iMIS to identify Guiders with a particular skill set or background to fill a position on a committee or council, act as an adviser or be a resource person for a project.

Reports Available

A variety of reports are available to Members through iMIS. The most frequently requested reports are:

- Member profiles
- District roster directories
- Member training recognition reports
- Unit meeting locator reports

Role of iMIS Sites

The iMIS site is the local centre for managing membership information and requesting products and services (e.g. reports, mail lists). iMIS site protocols are local so Guiders are advised to consult the site in their area for procedures.

For more information:

- ♣ iMIS Resources in the Membership section of Member Zone



iMIS e-Series: Direct Home Access, Rosters, Online Forums and Discussion Groups

iMIS e-Series provides Members with direct access to their personal records and information from their home computers. A key benefit is that Members are able to update their own personal information. The service also includes online forums and discussion groups and Unit rosters for Unit Guiders.

9.2 Privacy

Introduction

GGC's Privacy Statement outlines our practices relating to the collection, use and disclosure of personal information. Members provide, use or collect personal information on behalf of GGC when filling out forms, participating in GGC-sponsored programs, events and activities or by browsing our websites. The purpose of this section is to provide Members with a basic understanding of what information GGC collects and how it is used and disclosed. The intent is to make Members aware of, and comfortable with, how the organization uses their personal information.

For more information:

☞ A Privacy FAQ is located in the Privacy section under Policies and Procedures of Member Zone.

Personal Information

"Personal Information" is any information which can identify an individual such as a name, address, telephone number or date of birth.

GGC collects only the personal information it requires to communicate with Members and safely and effectively provide services and events.

Disclosure

GGC will never disclose personal information to outside individuals or organizations without the Member's prior consent, except where required to do so by law.

Special Considerations for Girl Members

GGC does not collect, use or disclose personal information about girl Members who are under the age of 14 without the express consent of a parent or guardian. In order to ensure we are continually improving our programs and activities, GGC may periodically contact girls to ask for their ideas, opinions and feedback. Any personal or identifying information resulting from this contact is kept confidential and is not disclosed. At the time of registration, parents/guardians are given the option of whether or not their daughter may be contacted in such a way.

Security

GGC makes every effort to protect Members' personal information against loss and unauthorized use.



Privacy Officers

Members are encouraged to contact their local Girl Guides of Canada privacy officers if they have questions or concern about GGC's Privacy Statement or procedures.

For more information:

☞ Contact the national office, or your provincial office.

9.3 Records Retention

Retention Schedule

A retention schedule identifies the length of time records are retained. The retention period for each type of record is based on legal, administrative, financial, business and historical needs.

For more information:

☞ For more information about the retention schedule for documents, contact your provincial office or the national office at records@girlguides.ca .

Forms Retention Schedule

The forms retention schedule outlines the length of time all GGC forms must be retained. Please refer to your provincial website or office for information about where to send forms after registration or the completion of an event.

For more information:

☞ For more information about records retention you can contact the national office at records@girlguides.ca



Public Image, 10.0

10.1 Public Image

Public Image - Standards

Each Member of Girl Guides of Canada is expected to present a positive image of the organization to the public through her behaviour and appearance in uniform. Uniforms identify girls and women as Members of the organization and all that it stands for.

Media Contact

In all media releases and other communication with the public or other organizations, Members of Girl Guides of Canada must be identified as such.

Members contacted by any provincial/territorial or national media source for information, comment or opinion on matters relating to the organization must seek direction and advice from their Provincial Commissioner and/or the Manager of the national Marketing and Communications department.

Crisis Communication

Upon the occurrence of a crisis or other incident, the internal chain of notification will be:

- Chief Executive Officer
- Chief Commissioner
- Deputy Chief Commissioners
- Board of Directors
- Provincial Commissioners

The national office through the Marketing and Communications Department will co-ordinate internal and media relations activities for GGC and will act as the official news source and principal contact for all communication between GGC and its Members as well as media representatives.

A decision will be made at the time of the crisis about the messages to be sent to our Members and the public. These messages will be posted immediately on the GGC website and sent to any media who contact GGC for a statement.

Only those individuals authorized to do so will speak publicly on behalf of the organization. Unless otherwise authorized, GGC's spokespersons are:

- Chief Executive Officer
- Chief Commissioner
- Director, Operations
- Manager, Marketing and Communications

Any media inquiries received by staff or GGC Members should be referred immediately to the Manager, Marketing and Communications at the national office.



External Use of Uniform and Insignia

Members of Girl Guides of Canada may not participate, while wearing the uniform, in the advertising of commercial products without the approval of the Board.

Requests to use Members, uniform or insignia in any production or on any item not sponsored by the organization should be directed to the Manager, Marketing and Communications at the national office.

For more information:

☘ National Fund Development Policy available under Governance in the Policies and Procedures section of Member Zone.

10.2 Publications

Style Guide

The Guide Style Guide is the house style guide for Girl Guides of Canada. It is our set of standards for spelling, punctuation, capitalization and more. All Members should use the Style Guide when producing written materials on behalf of Guiding. Consistent use will help us all produce effective written communications and project a professional, polished image of our organization. Using the Style Guide will also simplify the writing process and streamline the production of published materials.

For more information:

☘ The Style Guide is located in the Policies and Procedures section of Member Zone.

Logo and Visual Identity

In order to ensure GGC portrays a consistent image, visual identity standards have been implemented. The standards outline specific guidelines for logo use, official colours and fonts, branded photographs and other graphic elements. All materials produced by GGC must adhere to the standards.

For more information:

☘ The Graphic Standards Manual is located in the Policies and Procedures section of Member Zone.

Copyright

The Canadian Copyright Act grants copyright holders the sole and exclusive right to reproduce, perform or publish a work. Girl Guides of Canada strives to protect the copyright of works produced by, or on behalf of, the organization and to respect the copyright of other individuals and organizations.

Members are free to make copies of all GGC-owned materials for use within Guiding.

Copyright of all publications (including written materials, videos and other recordings) produced by any Member or group on behalf of the organization become the property of Girl Guides of Canada, unless other arrangements are agreed upon in writing.

Members wishing to copy any non-Guiding material for a Guiding purpose should be aware that permission must first be obtained from the copyright owner. The organization will assist in securing



Guiding Essentials

Standards at a Glance

permission to copy such materials. Requests should be directed to Marketing and Communication at the national office.

For more information:

☘ Pledge of Confidentiality and Assignment of Copyright is available under Governance in the Policies and Procedures section of Member Zone

☘ Intellectual Property Policy 01-24-01



Cookies, 11.0

11.1 Cookies

Introduction

Girl Guide cookies are the official fundraiser for GGC and provide the necessary funds to support innovative and exciting programming for Members across Canada. Girl Guide cookies are one of Canada's top recognized brands and are a longstanding Canadian tradition.

Campaign Information

There are two campaigns per year: classic vanilla and chocolate cookies in the spring and chocolatey mint cookies in the fall.

For more information:

☞ Cookies information is available on Member Zone and on the GGC public website girlguides.ca.

Cookie-Selling Efforts

The cookie department at the national office assists Members in their efforts to sell cookies by providing them with tips and ideas to excite girls and parents about selling cookies. During cookie selling campaigns it is important that Members know:

- About the existence of the Cookies Rising Badge Program which is designed to help Sparks, Brownies, Guides and Pathfinders develop life-skills, confidence and leadership through activities that build interest in cookie selling and better integrates cookies into regular GGC programming
- Where to find Safe Guide help when planning a cookie selling event
- Who to contact in case of media attention during their cookie selling event
- Cookie All Stars is a cookie selling rewards initiative that encourages girls to take a more active role in deciding how, when and to whom they sell cookies. Girls work towards recognition and prizes based on the total number of cookies they sell.
- Cookie Day is a nationally organized cookie-selling initiative that occurs once in the spring and again in the fall across Canada.
- The cookie finder map on the public website (girlguides.ca) is a useful tool to promote local cookie blitzes, allowing consumers to search for local cookie-selling events.

For more information:

☞ Information is available in the Cookie Training Module in the Training section of Member Zone.

☞ Cookie All Stars information is available under Sales Aids in the Unit Support Resources section of Member Zone.

Sales Aids

The Girl Guide branded cookie sales aids that include the poster and cookie dough envelopes can help Members promote their cookie-selling efforts. Members should contact their area or provincial cookie adviser to find out how to obtain printed sales aids.



For more information:

♣ Cookie Selling Resources are available in the Unit Support Resources section of Member Zone

Cookie Ordering

In all provinces other than Ontario, Unit Guiders must provide their district cookie advisers with their cookie orders. The district cookie adviser collects all cookie orders and completes a district cookie order form to place one order for her entire district. The completed form is sent to the area cookie adviser to enter the order into the online ordering website. Unit Guiders should be aware of the ordering periods to ensure Unit orders are submitted on time to cookie advisers. Cookie advisers communicate the exact dates of the ordering periods to Unit Guiders.

In Ontario, Unit Guiders place their cookie orders directly online. Guiders will be informed of the ordering period and need to ensure that orders are submitted on time.

Delivery Guidelines

There are special delivery requirements for Girl Guide cookies. The delivery guidelines outline the delivery protocol to ensure an easier and more pleasant delivery experience for both the drivers and cookie receivers. Delivery guidelines also explain the inspection process and procedures for reporting delivery incidents and issues.

For more information:

♣ Cookie Ordering and Delivery Resources are available in the Administration section of Member Zone.



Glossary, 12.0

A

Adviser

The head of a function, such as camp, arts, Members with special needs, etc. An adviser may or may not have a vote on council.

Administrative Community Leader (ACL)

A Member who provides leadership and support to the Unit Guiders within a specific administrative community.

Annual Membership Fee

The fee that a Member (girl or adult) pays to belong to Girl Guides of Canada.

Appointment

Confirmation in a position, symbolized by presentation of an appointment pin.

Area

A geographical group of districts of Guiding, for administrative purposes. Provinces may be divided into areas.

B

Baden-Powell (B-P)

Lord Robert Baden-Powell, the founder of Boy Scouts and Girl Guides. His sister, Agnes, developed and administered Girl Guides. His wife, Lady Olave Baden-Powell, was the World Chief Guide.

Branches

Sparks: 5 - 6 years old

Brownies: 7 - 8 years old

Guides: 9 - 11 years old

Pathfinders 12 -14 years old

Rangers: 15 - 17+ years old

Bridging

An activity where different Guiding Members from different Units or ages join together in an activity or event.

Brownie

Girl Members aged 7 and 8.

Bylaws

Bylaws are the founding rules and regulations of an organization, which establish how the organization will be governed and how the Board's responsibilities and duties will be exercised.



C

Canadian Guider

The national magazine of the organization.

Canadian Units on Foreign Soil (CUFS)

Consists of Canadian Units of Sparks, Brownies, Guides, etc. in other countries. The girls' parents (or guardians) are usually with the military or a large multinational company.

Canadian World Friendship Fund (CWFF)

The organization maintains and administers the Canadian World Friendship Fund to support World Association of Girl Guides and Girl Scouts' projects such as the World Centres, mutual aid, the World Thinking Day Fund, assistance to countries starting or re-establishing Guiding and assistance to countries suffering from natural disasters. It also provides financial assistance to girl and adult Members selected to represent Canada at international events and to girls from other Member countries to visit Canada, through the In-Travel grants program. Contributions to the CWFF are voluntary and may be made at any time.

Chair

The individual who presides over a meeting, such as meetings of the Board, a council or a committee. Her duties include recognizing Members entitled to the floor, putting to vote all questions which result in a motion and assisting in the expediting of the business of the meeting.

Chief Commissioner

The highest elected national position for Members in Canada. The Chief Commissioner chairs the Board of Directors, acts as official liaison to WAGGGS, is the external relations spokeswoman for Girl Guides of Canada, and represents Guiding in internal relations.

Commissioner

The head of a council (district, area or provincial) within Guiding.

Community Guider

A Member who acts as an informal mentor to other Guiders and is able to take on the Responsible Guider role as needed.

Community Model of Guiding

Members with common goals who come together in communities to support the delivery of the business and programming of GGC in Ontario. Types of communities include Units, provincial council, administrative and specialty communities.

Council

The administrative bodies of Girl Guides of Canada, at provincial, area, or district levels. Each council is composed, in part, of representatives from the council below it.

D

Director

A Member elected to serve a term of office on the Board of Directors.



District

A geographical grouping of Guiding made up of Units (Sparks, Brownies, Guides, etc.) for administrative purposes. A number of districts may make up an area.

E

Enrolment

A Guider or Commissioner enrolls a girl or woman in Girl Guides of Canada when the girl or woman understands and makes the Promise. Enrolment is recognized with an Enrolment Pin.

G

GGC

Acronym for “Girl Guides of Canada-Guides du Canada”.

Girl Assistant

Girls 12 to 14 years of age assisting Guiders in Units. They may be:

- Registered as Guides or Pathfinders,
- Not registered with any other branch; they are registered in the Unit in which they are helping.

Governance

The act of developing and administering policy designed to ensure the effectiveness, credibility and viability of the organization. It requires that processes and structures be in place to direct and manage the organization's operations and activities and to ensure that they function well.

Guide

A girl Member aged 9 to 11.

Guider

A registered adult Member who works with girls in a Unit. Adult Members are age of majority and have completed the screening process.

Guides du Canada

French language version of the organization's name and the second part of the official title: Girl Guides of Canada-Guides du Canada.

I

iMIS

An acronym that stands for integrated Membership Information System. The software used nationally for membership management.



J

Joint Activities

Activities involving Members of the Girl Guides of Canada and Members of Scouts Canada. These activities must be consistent with the guidelines developed by the two organizations.

Junior Leaders

A title used to describe Rangers – girls aged 15 to 17+ – when they are working in a Practice Unit, assisting Guiders.

L

Lones

Girls who belong to a branch such as Guides, Pathfinders or Rangers but cannot participate in regular meetings. They do much of the program by correspondence.

Link

A Link Member is an adult Member between the ages of 18 to 30, or transitioning Members who wish to retain their contacts with Guiding. Link Members may be active in other aspects of Guiding.

M

Member

Any girl or woman who has been enrolled as a Member of Girl Guides of Canada or who as a Member of Girl Guiding/Girl Scouting in any other WAGGGS Member Country is eligible to register as a Member of Girl Guides of Canada. To be a Member, a girl or woman must be enrolled and pay the annual membership fee. Adult Members must also successfully complete the screening process.

Mentee

A new Member or a Member changing positions who is partnered with a mentor in a mentoring relationship.

Mentor

A mentor is an experienced Guider who has participated in the face-to-face or self-directed training. Both methods of learning cover a variety of topics designed specifically to prepare the experienced Guider to support the learning process of new Members.

Mission

Girl Guides of Canada-Guides du Canada enables girls to be confident, resourceful and courageous, and to make a difference in the world.

Membership Fee

An annual fee set by the Board of Directors and paid by all Members, unless otherwise indicated in the Bylaws.



Members-at-Large

The designation for Members who do not currently hold a position within the organization. Members-at-Large wish to maintain contact with the organization by registering and paying the annual fee.

N

National Level

Includes the Board of Directors and its committees and task forces, national office, national departments, and networks, committees and task groups of the national office. National level Members and staff work in close co-operation with provincial councils.

National Networks

National networks are made up of national advisers and provincial advisers. The networks ensure relevant and valuable consultation with the national departments and the field.

National Office

Guiding's headquarters in Canada, located at 50 Merton Street, Toronto, Ontario M4S 1A3.

National Review Board

The body responsible for considering appeals in accordance with the Appeals Procedure Manual.

O

Our Cabaña

Guiding's World Centre located in Cuernavaca, Mexico.

Our Chalet

Guiding's first World Centre, located in Adelboden, Switzerland.

P

Parent Council

The council which is responsible for Units or other councils and to which Units or other councils report.

Pathfinders

Girl Members aged 12 to 14.

Pax Lodge

Guiding's World Centre located in London, England.

Pins

Worn by Members to show enrolment, years of membership, awards and program completed.

PRC

Acronym for "Police Records Check". A part of the national screening procedures.



PRC Exemption

An exemption may be approved by the Chief Commissioner for Members who have no appointment and no contact with girls. A PRC exemption may be temporary or permanent.

Policy

An agreed upon and adopted course or method of action to guide or determine present and future decisions and actions. GGC policies are set by the Board of Directors.

Potential Member

A woman seeking membership in GGC who has not completed the screening process.

Procedure

The established way of conducting business.

Provincial Commissioner (PC)

The highest adult Member position in a province. She chairs the provincial council and sits on the provincial committee of the Board of Directors.

R

Rangers

Girl Members aged 15 to 17+

Registration

The process by which a girl or woman becomes a Member of Girl Guides of Canada. For girls, this involves filling out an application form and paying a membership fee. For women, this process involves filling out an application form, paying the membership fee, and completing the screening process.

Registration Fees

Fees approved by provincial councils that are charged to Members, in addition to the payment of the national membership fee.

Responsible Guider

A registered adult Member who takes the lead in overseeing an activity. A Responsible Guider must have completed the Safe Guide training.

S

Sangam

Guiding's World Centre located in Pune, India.

Sparks

Girl Members aged five and six



Standing Committee

A permanent committee of a council. The chair (adviser) of a standing committee is an adviser, and may hold a voting position on council.

T

Trainer

A Guider who trains other Guiders.

Trefoil

The symbol of Guiding found in our logo.

Trefoil Guild

For adult Members over the age of 30 with an open Trefoil activity. These Members may be active in other aspects of Guiding. Trefoil Members participate in both Unit activities as well as other activities that include friendship and service that keep the Guiding spirit alive.

Twinning

GGC's relationship with a developing WAGGGS Member country. Members are encouraged to learn all they can about the country, its people and culture and then raise funds to assist the twinned country with a development project.

V

Vision

Girl Guides of Canada-Guides du Canada, the organization of choice for girls and women, makes a positive difference in the life of every girl and woman who experiences Guiding so she can contribute responsibly to her communities.

Volunteers

Non-member women and men who assist in the work of the organization.

W

World Association of Girl Guides and Girl Scouts (WAGGGS)

This association, headquartered in London, England, links Member Guiding and Scouting Countries throughout the world. In 2009, there were 145 Member Countries with more than ten million individual Members.

Western Hemisphere

A region or administrative division of WAGGGS. Canada is part of the Western Hemisphere Region.

World Bureau

The offices of the World Association located at the Olave Centre in London, England.



World Centres

Meeting places with eating and sleeping accommodation owned by Guiding for the use of Girl Guides and Girl Scouts from all over the world. There are four World Centres: Our Chalet in Switzerland, Our Cabaña in Mexico, Pax Lodge in England and Sangam in India.

World Committee

The governing body of the World Association of Girl Guides and Girl Scouts (WAGGGS), which is composed of Members elected at World Conferences.

World Conference

The Member Countries of the World Association hold a conference triennially. Known as the World Conference, it is held in a different part of the world each time. Delegates elect Members for the world committee and decide on the admission of new Member Countries. Policy is set for the next triennium.

World Thinking Day

February 22, the birthday of both Lord and Lady Baden-Powell. It is a time of special ceremonies and celebrations when Members are encouraged to think of sister Guides in other countries.

World Thinking Day Fund

A WAGGGS fund to support World Association projects such as: the World Centres, Mutual Aid, assistance to countries starting or re-establishing Guiding, and assistance to Member Countries affected by natural disasters. Donations to the World Thinking Day Fund are made through the Canadian World Friendship Fund.



Index, 13.0

A

Accommodation, required for training purposes, 41
ACL, 14, 15, 29, 30, 36, 39, 40, 41, 43, 44, 52, 58, 66
Administrative Communities, 18
Administrative Community Leader (ACL), 13, 15, 18, 27, 28, 39, 44, 66
Adviser, 16, 17, 18, 19, 21, 29, 39
 Cookie, 65
 Girl Protection, 5, 38-39
 Lones, 14
 International, 25
 National, 19, 21, 40
 Provincial Program, 16, 18, 21, 49
Ages, 39, 66, 69
All-female organization, 26, 32
Anti-discrimination, 27
Appointment, 5, 15-16, 19, 28-29, 34
Appreciation pins, 44, 46
Area Commissioner 17, 19, 39
Area Council, 17, 43
Assistants, Girl, 13, 57
Awards, 43-48, 58

B

Badges, 13-16, 34, 48
Bank accounts, 53
Beaver award, 45
Board of Directors, 19-20-26, 29, 45-46, 55-56
Borrowing money, 55
Branches, 13-14, 47
Brownies, 14-15
Bullying, 40

C

Canadian Friendship Pin and Badge, 27
Canadian Units on Foreign Soil, 16-17
Canadian World Friendship Fund (CWFF), 26
Charge accounts, 57
Chief Commissioner, 20-22, 26, 34, 38, 46
Child abuse, 39-40
Code of Conduct, 39, 33-43
Committees, 21
Communities in Guiding, 19
Community Guider, 19
Community Model of Guiding, 18
Confidentiality, 37, 66
Conflict Resolution Community, 19
Contracts, 58



Cookie selling, 50, 67-68
Copyright, 65
Crisis Communications, 72
CWFF, 26, 59, 70

D

Disability, 43
Discrimination, 29, 37
District Commissioner, 14, 17-18, 29-30, 41, 46
District Council, 17
District Guider, 17-19
Diversity, 28, 50
Donations, 55, 58

E

Enrichment, 38-40
Enrolment, 14-16, 28, 68
Executive Committee, 17, 19, 22
Exemption form, 31
Extra Ops (Extraordinary Options), 13
Extreme Specialty Community, 18

F

Financial records policy, 52-54
Flag, World, 23
Forms *see also* under individual form names or numbers
Fortitude award, 45
Fund Development, 54
Fundraising, 54-56

G

Girl Assistants, 13
Girl Engagement, 48
Girl Protection, 37-39
Global awareness, as program element, 47
Gold Maple Leaf award, 45
GP.01 form, 37-38
GP.02 form, 37-38
Grants, 51-52, 55-56, 67
Graphic standards, 62
Guider, 44-47
 Community, 19
 District, 17
 Resource, 20
 Responsible, 46, 57
 Unit, 50, 63, 67, 69, 76
Guides - ages, 13
Guiding Law, 11, 33
Guiding Program overview, 17, 28, 48

H

Handshake, 11



Honourary Life Award, 29, 46, 58

I

iMIS, 14, 15, 17, 29-30, 32-33, 40, 57-59
Incident Report Form, 51
INS.01 form, 51
Insignia - Adult members, 13, 34, 62
Insurance, 50-51, 56
Intellectual disability, 41
International Guiding, 25
 travel, 25
 uniform, 34
Interprovincial travel, 51
Investments, 54

L

Law, Guiding and Brownie, 10
Letter of Commendation, 44, 46
Link, 16, 24, 40, 57, 69
Local Specialty Community, 18
Logo and visual identity, 62
Lones, 14

M

Male volunteers, 32
Medal of Merit, 45
Media contact, 61
Medical/cancellation insurance, 51
Member-at-Large, 16, 58
Membership
 categories, 30, 67-68
 fee, 33-34
 investigation or suspension, 41
 philosophy, 29
 pin, 49
 positions, 33
 process, 31
 records, 67
 refusal of, 40
Mentoring, 18, 29, 69
Merit, Medal of, 45
Mission (GGC), 10
Motto (GGC), 10

N

National Adviser, 19, 21, 25
National Networks, 21
National Review Board, 21, 36
Non-Governmental Organizations (NGOs), 24
Non-member volunteers, 32



O

Online store, 34, 53
Orientation, 27, 30, 35
Outdoor Activities, 39, 47
Outdoor Activity Leader, 39

P

Pathfinders - ages, 13-14, 57, 63
Pax Lodge, 73
Peer group, 13
Performance Management, 18
Personal information, 35, 59, 62
Police records check (PRC), 29, 32, 61, 73
Potential Members (PMBR), 29, 32-34,
Principles, fundamental, 10, 37
Privacy, 37, 62-63
Program Elements, 47
Progression, 45
Promise, 10-13, 22-23, 27, 32-33, 35
Property, 18, 35, 51, 54, 55, 62
Protection, 37-39
Provincial Adviser, 18, 21, 29
Provincial Committee 19
Provincial Commissioner, 14, 18-19, 32, 35-36, 38-39, 54, 61
Public image, 61
Publications, 62

R

R.3 form, 43
Rangers, 14, 41-57, 66, 69
Records retention, 60
Reflections, 49
Registration, 14, 16, 18, 28-30, 54, 59, 60
Religion, 35
Resource Guider, 18
Responsible Guider, 40-41
Risk management, 39, 42

S

Safe Guide, 14-15, 17-18, 27, 32-33, 40-41, 51
Scholarships, 32, 46
Screening, 33, 36, 39, 46, 57, 69,
Secular nature of Girl Guides, 47
Service, as program element, 47
Sign (GGC), 11
Silver Thanks pin, 46
Spark Promise, 11
Spark Sign, 11
Sparks – ages, 13
Special Interest Units, 14



Special needs, 49, 66
Spokespersons, 61
Strategic direction, 20
Style Guide, 62

T

Team award, 45
Temporary Residents, 16, 33
Thinking Day, 16, 24, 67
Trainer, 39-40
Training for Adult Members, 39-40, 48
Transfers, 15
Transitioning Members (TMBR), 43-44
Travel, 51
Trefoil, 25
Trefoil Guild40
Trex, 13
Twinning, 24

U

Uniform and insignia, 13, 34
Uninsured activities, 50
Unit
 administration, 15, 19
 finances, 16, 63
 in institutions, 15
 opening and closing, 18, 63
 transfers, 16
 types of, 13-15
Unit Guider, 50, 63, 67, 69, 76

V

Valour award, 45
Values, 10, 26
Vision, Mission and Values, 10
Volunteers, 26, 32

W

WAGGGS (World Association of Girl Guides and Girl Scouts), 10, 22-25, 47, 67, 69, 72
Waivers, 50
Western Hemisphere, 24
World Centres, 23, 25
World Conference, 22
World Flag, 23
World Thinking Day, 24

Y

Youth Members (YMBR), 57