



# GIRL GUIDES OF CANADA, CALGARY AREA COUNCIL TRAVEL ASSISTANCE APPLICATION

2188 Brownsea Drive NW Calgary AB T2N 3G9  
Phone: 403.283.8348 Fax: 403.283.9781  
ggcinfo@calgarygirlguides.com

**Please read the accompanying Guidelines before completing this form. Complete this form and forward to the Calgary Office between 45 to 90 days prior to your departure. Please remember your travel binders are due within 30 days after your trip as well as a trip report. A trip report is a written report about your trip and should contain the trip highlights and things not to be missed in another trip.** NOTE: See Attachments needed for approval

Name of Applicant \_\_\_\_\_ iMIS # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_  
Postal Code \_\_\_\_\_ Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

### Numbers Travelling

Guides		Pathfinders		Rangers		Trex		Guiders		Non-Members	
--------	--	-------------	--	---------	--	------	--	---------	--	-------------	--

Unit \_\_\_\_\_ District \_\_\_\_\_  
Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_  
Location \_\_\_\_\_ Camping? \_\_\_\_\_ If so, Camp name: \_\_\_\_\_  
**TOTAL** Cost of Transportation \$ \_\_\_\_\_

If application is approved, make cheque payable to:

Unit \_\_\_\_\_ iMIS# \_\_\_\_\_

Mailed to Address \_\_\_\_\_

Will Pick up call phone # \_\_\_\_\_

Contact by email address \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Forms to be attached:

- SG.8 original application form with approval
- Amended SG.8 application approval from assessor listing current participants
- PAID** invoice for travel
- Updated Budget with attending participants itemized travel cost per person

### FOR OFFICE USE ONLY

Application approved in the amount of: \$ \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ iMIS # \_\_\_\_\_

Amount to be taken from: \_\_\_\_\_ Travel Reserve \$ \_\_\_\_\_

Cheque # \_\_\_\_\_ Date issued: \_\_\_\_\_



## GIRL GUIDES OF CANADA, CALGARY AREA COUNCIL TRANSPORTATION ASSISTANCE GUIDELINES

### Girls, Guiders, Groups

**PURPOSE:** To provide financial transportation assistance to active Members registered in Calgary travelling independently to approved camps, on trips and other events.

**ELIGIBILITY:** Girls, guiders, and groups travelling independently who have an approved SG8 or are going to a National event may apply for Calgary Area transportation assistance.

**APPLICATIONS:** May be obtained from the Calgary Office, or from the Calgary GGC web site <http://www.calgarygirlguides.com/>

**Request for Assistance must be submitted to the Calgary office. In order to comply with the National Fundraising Guidelines completed applications must be received between 45 to 90 days prior to your departure. Approved funding will be issued prior to your departure. As per Governance Policy 01-19-01 - Fundraising Procedures and Policies page 3, item 8: *Recordkeeping and accounting for trip funds shall be in accordance with the financial standards of GGC. Financial records for all trips must be sent to Calgary Area within 30 days of return from a trip.***

### **Information and Invoices to be attached to be considered for Assistance:**

- SG.8 original application form with approval
- Amended SG.8 application approval from assessor listing current participants
- **Paid** Invoice for travel
- Updated budget with attending participants listed and itemized travel cost per person

**Send the completed form & attachments to:**

**ADDRESS:**

Girl Guides of Canada, Calgary Area Council

**Attention: Area Commissioner**

**Re: Transportation Assistance**

2188 Brownsea Drive NW

Calgary AB T2N 3G9

Phone: 403.283.8348

Fax: 403.283.9781

E-mail: [ggcinfo@calgarygirlguides.com](mailto:ggcinfo@calgarygirlguides.com)

**Attention: Area Commissioner**

**Re: Transportation Assistance**

We protect and respect your privacy. Your personal information is used to communicate within our organization. We do not provide or sell this information outside our organization. For further information, see our privacy statement at ([www.girlguides.ca](http://www.girlguides.ca))