



**GIRL GUIDES OF CANADA, CALGARY AREA COUNCIL  
INDIVIDUAL TRAVEL ASSISTANCE APPLICATION  
(Girls Only)**

*Please read the accompanying Guidelines before completing this form. Complete this form and forward to the Calgary Area Office between 45 to 90 days prior to your departure.* NOTE: See Attachments needed for approval

Name of Applicant \_\_\_\_\_ iMIS # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Postal Code \_\_\_\_\_ Phone # \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Unit \_\_\_\_\_ District \_\_\_\_\_  
 National/Provincial  
 camp/trip/event \_\_\_\_\_  
 Departure Date \_\_\_\_\_ Date of Return \_\_\_\_\_

If application is approved, make cheque payable to:

Name \_\_\_\_\_ Mailing Address \_\_\_\_\_

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

Forms to be attached:

- Official notice of sponsorship from Provincial or National Office
- PAID** invoice for travel

**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: \_\_\_\_\_



## **INDIVIDUAL Travel ASSISTANCE GUIDELINES (Girls Only)**

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

\*Please Note\* if you are travelling with your unit, please use the Transportation Assistance application (Calgary-TR01-A)

**ELIGIBILITY:** Girls travelling independently who have sponsorship from Province or National to attend a camp, trip or event may apply for Calgary Area travel assistance.

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

**Request for Assistance must be submitted to the Calgary Area 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. If the trip is cancelled or the individual does not attend, funds must be returned to Calgary Area within 14 days of cancellation.**

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

- Official Notice of sponsorship from National or Provincial Office
- **Paid** Invoice for travel

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

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: [any-calgaryinfo@girlguides.ca](mailto:any-calgaryinfo@girlguides.ca)

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