

Where on the Web?

Edmonton Area's website is evolving and there are new features that you may not have noticed before that bring information to you instantly...

"Resources and Forms" Tab

See the drop menus for a number of great resources, including

- Listing of Edmonton Area **Resources available for loan** and the form to book them.
- past issues of **Gofer Tales** and **Gofer Express**
- all current Edmonton **Area forms**

Also under "**Resources and Forms**" at the bottom of the grey drop menu...

Everything you needed to know about **Police Checks** for Guiders and for your parent helpers!

Save time and frustration by knowing:

- what Identification will be accepted,
- which form you need,
- how to fill out the form,
- who needs to sign what,
- how long it will take,
- where to get the forms, & where to send them.

"What's New" Tab

This is a "one stop" page for Edmonton Area sponsored **Events**. Details updated as they become available. The information forms, the deadline dates, and the registration forms for events are all here.

Is there a First Aid or Safe Guide or other **trainings** coming up? This is the page to check!

The "**Quick List**" -always at the top of the page- lets you know what events and trainings to watch for as details become available closer to the event.

This "Where on the Web" list will also be available near the top of the "What's New" page.

Who Do I Ask?

We hope that this will be a general reference
for you. Anyone can assist you but this is your first point of contact.

Description	First Point of Contact
booking of camp s or Area equipment	Jacquie
sending in your camp #'s for your recent camp	Jacquie
Capital City Clean Up Questions	Beverly
expense requests or cheque requisitions	Jacquie - submit completed form and she will put in file for payment
submissions for Gofer Express	Beverly by the Friday before it goes out
submissions for Gofer Tales	Jo-Layne at gofertales@gmail.com
requests for Guiding assistance	Darlene - form is sent for inclusion at the next executive meeting
all issues IMIS paperwork & inquiries	Adults - Darlene Girls - Jacquie
Questions on your invoice received	Camp Invoices - Jacquie; All other invoices - Darlene;
anything concerning the receipt of money \$\$\$	Darlene
PRC's (BackCheck & Edmonton Police Service)	Darlene
PRC's (letters to take to RCMP detachments)	Darlene
Registration for Area Training or Events requiring payment	Darlene or Jacquie
Committee Reports ; Committee Minutes	Darlene
District Minutes	Jacquie
RSVP for events	Darlene unless otherwise stated
Charitable Donation Tax Receipts	Beverly
Sale of Tickets ; Return of Tickets or Ticket \$	Darlene or Jacquie

Police Information Checks for Edmonton Area GGC Volunteers...



All volunteers with Girl Guides of Canada, both members and non-members, require Police Information Checks (sometimes called a Police Record Check or "PRC"). These checks are valid within the Girl Guides of Canada system for a period of five years. Edmonton Area has launched a **web page** under the "Resources and Forms" tab called "**Police Checks**" which has been designed to help answer the questions of Guiders and non-member volunteers concerning the proper procedures to follow and documentation required, to obtain a "PRC."

☀ Methods of Acquiring & Preparing a Police Information Check

In the City of Edmonton:

There are two methods available to you if you live in the City of Edmonton.

- a) If you have time – Edmonton Police Service Checks cost \$10.00 but take 5 – 8 weeks to process.

*There is a document on the website under this heading to help you in properly completing an EPS form.

- b) If you need it quickly – Back Check Service costs \$25.73 but is usually completed within 36 hours. Please check the website for the correct form and instructions.

Please note that with each of these selections, someone in Guiding will have to physically verify your identification and sign these forms. Please check the website instructions for more details.

☀ Acceptable Id

Wondering what will be accepted and what won't? *Please see the list posted on the website created by the Edmonton Police Information Check Unit.

☀ Outside the City of Edmonton:

If you live outside of the City of Edmonton, a Police Information Check can be obtained through your local **RCMP Detachment**, but please *see this section on the website because there are a couple things you need to know about that process, including the fact that you will need a letter from the Area office.

☀ Copies, faxing and original documents:

A directive from the GGC Provincial Commissioner states that we are no longer able to accept faxed or scanned copies of Police Information Checks. As a result of this policy, the original needs to be sent to this office (and we will see that it gets back to you), or, a copy *can* be sent if it is accompanied by a brief letter signed by the District Commissioner or one of her Deputies, which states that she has seen the original document.

Similarly, RCMP detachments require an original copy of letters requesting checks for GGC volunteers, and the Edmonton Police Service accepts only their own original forms for applications.

☀ Who needs what?

Non-members (parent volunteers) can use any of the above methods that are applicable to them. A Girl Guides of Canada A.7 form **MUST** accompany Police Information Checks requested for non-members, or, must be sent with the Police Information Check they receive from their RCMP detachment. Use this link to access a current form: <http://forms.girlguides.ca/Shared%20Documents/appregrec/A7.pdf>
Original Copies must be sent to the office, and will be returned as soon as possible.

Potential members (NEW Guide leaders), please use Back Check as you are entitled to your first Police Information Check from this service without charge. An A.1 form **MUST** accompany Police Information Checks requested for New leaders. Use this link to access a current form: <http://forms.girlguides.ca/Shared%20Documents/appregrec/A1.pdf>

"Home contacts" do not require a Police Information Check, only a GGC A7 form. <http://forms.girlguides.ca/Shared%20Documents/appregrec/A7.pdf>

Members who are active and are simply renewing their Police Information Checks can do so by either method of processing, although most living within the City choose to use the Edmonton Police Service because it is cheaper and they *usually* have the luxury of time. Original Copies must be sent to the office, and will be returned as soon as possible. Please include a note that states that this application is a renewal and include your IMIS number if at all possible.

☀ What if you already think you have a Police Information Check?

A Police Information Check can be accepted by Girl Guides of Canada if it has been completed within the **past six months**, if it contains a "**vulnerable sector check**," and if it has come from the Edmonton Police Service, the RCMP, or the Back Check service. Original Copies must be sent to the office, and will be returned as soon as possible.

Some individuals have "Intervention Record Checks" from Alberta Children and Youth Services (the top of this form is shown below). These checks apply only to an internal database kept by Alberta CYS and are **not** the same as a Police Information Check as required by Girl Guides of Canada regulations.

Alberta Children and Youth Services

Intervention Record Check

The information you provide on this form is collected under the authority of the *Child, Youth and Family Enhancement Act* and managed in compliance with the *Freedom of Information and Protection of Privacy Act*. The information will be used to search for an intervention record check about you. We will not release this information for any other purpose. We will not release this information to anyone but you. If you have any questions about the collection of this information, you may ask the staff member who completed this form for you.

Alberta Children and Youth Ministry cannot ensure that the information on this form is reliable for screening an applicant for employment. The Ministry assumes no liability arising from using this information. Anyone using the information does so at their own risk and should consider all the information provided on the back of this form.

What are we paying for cookies? or How does the cookie crumble?



As you prepare to place your cookie orders for the 2012 Sandwich cookies we wanted to relay the cookie costs for this season would be with the increase in cost of cookies.

Cost of Cookies	\$21.75
National Assessment	\$ 4.75
Provincial Assessment	\$ 4.75
Edmonton Area Assessment	\$ 5.75
Profit to Unit/District	<u>\$23.00*</u>

Total Case Cost	\$60.00
-----------------	---------

*of the profit to Unit/District there is a Guaranteed Unit Share which must remain in the unit. The amount of the Guarantee Unit Share is \$13.50 which leaves \$9.50 that the districts/units must decide on. Typically across Edmonton Area a small amount per case may be taken at the district level for operational costs or a special camp/event.

You are probably wondering if Area Council is still offering a volume rebate and the answer is YES! We budgeted for 6,815 cases at \$5.75 per case for a total profit to area of \$39,186.25. This is what we need to keep our budget balanced. So if Edmonton Area units/districts order more than that number we can again offer the volume rebate. As an example, the above example is based on 2.7 cases per member so if each unit ordered 1 more case per member that would generate an additional revenue which would translate to an extra \$1.55 per case. This may not sound like much by itself but think of the impact when you total for all your members. Once the cookie orders are in the system you will be advised (probably in March) of the actual price to Edmonton Area for cookies. Many districts/units already order more than the 2.7 per member so let's try to get everyone selling more and we'll all profit.

We are committed to keeping as much of the cookie profit as possible in the units. It is the girls and leaders who are working very hard for the money. We appreciate your support in this effort. Thank you.

****Remember cookie sales don't require an FR.1 and it is our easiest fundraiser!****



Use the latest form!

Don't let Roz ask you for your paperwork!
(for all you Monsters Inc. fans out there).

Forms get revised and their previous versions discontinued. Save time by finding and using the right form the first time.

All the **current Edmonton Area Forms**

- see "Resources/Forms" tab:
choose grey drop down menu "Area Forms."

Proper forms for **Police Information Checks**

- see "Resources/Forms" tab:
choose "Police Check" on drop menu.

All adult, non-member and girl **registration forms** have been **revised in 2011** and the previous versions are no longer accepted. For the newest National forms, go to <http://forms.girlguides.ca>

Where to send **Safe Guide Forms**

- send your forms or your Safe Guide questions to this address - assessor@albertagirlguides.com

Email Edmonton Area



adminsUPPORT@guidesedmonton.ab.ca

bookings@guidesedmonton.ab.ca

areacommissioner@guidesedmonton.ab.ca

(Any other past Edmonton Area emails are discontinued)

Address: 3rd Floor, 11077 107th Street, Edmonton, AB T5H 2Z6

Office hours: Mon – Fri 8:30 – 4:30 (phones open at 9am)