



## GIRL GUIDES OF CANADA-ALBERTA COUNCIL TRANSPORTATION ASSISTANCE GUIDELINES

### Girls, Guiders, Groups

- PURPOSE:** To provide financial transportation assistance to active Members registered in Alberta travelling independently to approved camps, conferences, trainings, on trips and other events.
- ELIGIBILITY:** Girls, Guiders, and Groups travelling independently must travel a distance of at least 160 km one way, point to point coverage only. Side trips and entrance fees are not included. Mileage is not paid. Members selected by a Provincial Committee will be advised of Travel Support by the selecting committee and do not apply to Transportation Assistance.
- APPLICATIONS:** May be obtained from your Area Commissioner, Area Office, Provincial Office, Transportation Assistance Chairwoman, or from the Provincial web site [www.albertagirlguides.com](http://www.albertagirlguides.com). **Please note: there is now an Advance Notification form for trips/events with high transportation costs. This form must be filed no later than March 1<sup>st</sup> of the year in which the trip is taken. Groups failing to submit a form will not be considered until December and will receive funding only if there is money left in the fund.**
- ACCOUNTABILITY:** **An Advanced Notification Form (where applicable), a completed application, a report of the event, a financial statement and photocopied transportation receipts supporting the amount claimed must be sent to the Provincial Office during the year in which the event takes place, and no later than the first week of December. Late applications will not be accepted. The only exception is a trip taken within the period November 15 to December 31.**
- FUNDS:** For both girls and Guiders, reimbursement will be up to 25% of total transportation costs or up to \$50.00 per Member, whichever is the lesser amount, with a minimum of \$10.00. ***The maximum amount per Member will be determined annually on March 15<sup>th</sup> so as to be standard for the calendar year.***
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