

WHO DO I CONTACT or WHERE DO I SEND THIS???

Provincial Office: email provincial@girlguides.sk.ca
or mail **GGC – SK Council**
200 1530 Broadway Avenue
Regina SK S4P 1E2

- **Safe Guide paperwork** – for approval (emailed documents preferred)
- **Non-Member paperwork*** – can be sent directly by NM
- **PRC/Code of Conduct renewal paperwork***
- **CWFF (Canadian World Friendship Fund) donations**
- **Bookings requests for Can-Ta-Ka-Ye or Heritage (Provincial Campsites)**

Area Office: email bridgingrivers@sasktel.net
or mail **GGC – Bridging Rivers Area**
801 Preston Avenue
Saskatoon SK S7H 2V1

- **iMIS updating info for:**
 - **Units** – changes in times/location, etc.
 - **Members** – adults and girls: includes contact info changes, adult training completion/certificates (Guiding or relevant non-Guiding, such as First Aid)
- **Awards paperwork** – lists for data entry/R.3 forms for retention
- **Forms for Retention** – after event Safe Guide paperwork, swim tests, etc.
- **F³ subsidy applications**
- **Registration paperwork for girls** – directly from families
- **Membership (Financial) Assistance forms** – submitted by families
- **GST remittance for camps/events**
- **GST rebate claims for camps/activities**
- **Booking requests for Guide House (Saskatoon) or Trefoil Trails Area Camp**
- **Booking requests for Area Resources at Guide House (tents, etc.)**

District Commissioner

- **Prospective Member Info** - names and contact information for prospective leaders: she will contact Province and Area
- **Requests for training sessions in your town/district**

Unit

- **H.1 forms** – directly from families

* If data entry must be done immediately and it would be faster to submit to the Area office then that can be done