

**TAKING THE MYSTERY OUT OF THE SG.8 (Travel Preauthorization Form)**  
**AND THE FR.1(Fundraising Approval Form)**

The SG.8 and FR.1 were introduced in September 2010, to help you demystify when these forms are to be used, please refer to the following scenarios. We recognize that there is confusion over the use of trip and travel. Although Safe Guide does not define these (only travel touring), we present the following as guidelines. Remember that each unit activity is unique and using Safe Guide early in your planning will help identify what is required to ensure your activity is compliant.

Over the past several months we have learned from the experience in other provinces the practical application for these forms.

**Activity:** Guide Camp at Camp Kanada. Parents are providing transportation and unit is using profits from cookie sales and parent contributions are being used to fund the camp weekend.

No SG.8 or FR. 1 is required. Travel is not involved in this activity and only the proceeds from cookie sales being used.

**Activity:** Unit is going out for supper to a local restaurant and a movie afterwards. The Unit is using cookie funds to pay for the movie and girls are responsible for the cost of their supper. Parents are dropping off and picking up the girls.

No SG 8 is required as there is no travel involved. No FR 1 is required because the Unit is using cookie funds and not fundraising over the sale of cookies for any money for this activity.

**Activity:** Unit is going out to supper at a local restaurant and then going to a movie. The Unit will pay for the cost of the movie out of their cookie profits but they would like to have a tea in their community to raise funds for the cost of their supper at the restaurant.

No SG 8 is needed for this but they do need to do a FR 1 and submit to their District Council for fundraising approval.

**Activity:** Taking Guide Group to Sherbrooke Village. Unit is travelling to New Glasgow to tour the Industry Museum; there is a planned activity at Melmerby Beach and an overnight at Sherbrooke Village. Unit will fundraise with cookie sales, have a car wash and sell Valentine cards to raise monies for this activity.

SG.8 AND FR.1 is required. The unit is fundraising over and above the sale of cookies to raise money. This activity involves travel between communities and is not to one location. Remember that the SG.8 must be submitted first and approved and signed by the Safe Guide Assessor before it is attached to the FR. 1, The SG 8 and FR1 are then submitted to your District or Area Council for fundraising approval. All travel that involves fundraising must have the SG.8 signed by an assessor before the FR.1 is submitted to the appropriate council.

**Activity:** Taking Pathfinders to 2011 Heritage Explosion. Patrol will fundraise for this event. Parents are responsible for transporting girls to and from the camp.

ONLY an FR.1 is required to obtain permission for fundraising. As the Patrol is not involved in any travel the SG.8 is not required.

**Activity:** Rangers are going to Our Chalet.

SG.8 is required as this involves International Travel. Regardless whether the group is fundraising over and above the sale of cookies, the Responsible Guider must submit an SG.8.

**Here are the key questions to ask yourself when determining if you require an SG.8 or FR.1:**

1. Is my group going to fundraise (over and above cookie sales)?
  - a. YES: FR.1 is required
    - i. Does the activity also involve travel?
      1. YES: SG.8 Required
      2. NO: No SG.8 required
    - ii. Is the activity an International trip?
      1. YES: SG.8 Required
      2. NO: No SG.8 required
  - b. NO, they will not be fundraising over and above cookies. No FR.1 is required
    - i. Is the activity an International trip?
      1. YES: SG.8 Required
      2. NO: No SG.8 required

***Use the following as a basic guideline for trip versus travel:***

A TRIP is when there's a 'getting to it' component of the activity. – getting to Heritage Explosion, getting to the Discovery Centre, getting to Camp Cumberland.

TRAVEL is when travel and touring are part of the experience of the activity. Group is going for a weekend in Sydney to do a number of activities, or a four day car camping trip to different provincial parks.

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