

Topic: 'Camperships' -Camping Financial Assistance

Camperships is a program to provide subsidy for girls in all branches from Sparks to Senior Branches whose families are unable to afford the full cost of attending a camp. Camping experiences at Ontario Guide owned/leased camps only will be eligible for camperships. There are 2 types of financial assistance available. One is for camps other than summer camps and the other is for girls to attend Ontario Camping Association (OCA) accredited overnight summer camps. A girl may apply for *both* types of camperships.

A) Camping Financial Assistance (not summer camp as defined below)

Step 1: Guider ensures that parents/guardians receive information regarding camperships in partnership with information about the camping event. This camp may be held at any time of the year. See *Camping Financial Assistance Application* in Appendix 4.

Step 2: If a family approaches you for a campership, agree upon a time and place to discuss the subsidy where privacy can be maintained.

Step 3: In conjunction with the family, the Unit Guider completes the *Camping Financial Assistance Application*. The following criteria must be met:

a) Camperships are based on need. The family describes the need on the application.

b) Only camping held at Ontario Girl Guide owned/leased camps is eligible.

c) A girl may be subsidized for a total maximum of 5 nights. This may be in any combination; for example, a two night camp and a three night camp. If a girl had previously used 4 of her eligible nights and another two night camp is planned, she would be eligible for up to 50% of half the camp fee i.e. eligible for subsidy for the one remaining night.

d) The maximum amount of subsidy is 50% of the full camp fee as set by the Responsible Guider of the camp. The amount of subsidy requested will be stated on the application.

Step 4: Both the parent/guardian and the Guider sign the form.

Step 5: The Unit Guider also completes the 'Request for Payment' form. The Unit Guider mails both the completed *Camping Financial Assistance* form and the Request for Payment form to her Unit Administrator. The Unit Administrator will retain the application in a Unit file in the office and forward only the 'Request for Payment' to the provincial finance department. This will maintain the confidentiality of the family.

Continued on next page UG-FIN-5

Topic: Camperships -Camping Financial Assistance continued

Note: Applications must be received prior to the date of the camp to be eligible for subsidy. To ensure processing of the application prior to the camp, it must be received by the Unit Administrator at least 4 weeks prior to the camp. Applications received less than 4 weeks prior to the camp will be processed; however, subsidy monies may not be received prior to the event.

Step 6: The Unit account will be credited with the amount of the subsidy. Until the Unit is on the on-line banking system, the Unit will be reimbursed by cheque. When on the on-line system, the Unit will be credited with the campership amount.

Step 7: The Unit Guider will be responsible for collecting the balance of the camp fee.

B) Camping Financial Assistance – Summer Camps

The application for camperships will accompany the registration information for summer camps. Families will complete any requests and return with the camp registration. There will be no involvement by the Unit Guider in the subsidy process. A girl may apply for both types of camperships.

UG-FIN-6