Activity Description: FR.1 Approver

Purpose:

To review and assess fundraising event proposals according to GGC fundraising policies, procedures and guidelines and the criteria set in the Fundraising Procedures and Guidelines document. To contribute to meaningful experiences for girl and youth members and Guiders.

Accountability:

To the NS Council through the Deputy Provincial Commissioner.

Responsibilities:

1. To be conversant with Guiding, its Vision, Mission and Principles as well as its programs.
2. **Event Proposal Review**: Assess and evaluate fundraising event proposals (FR.1s) submitted by Guiders.
3. **Regulatory Compliance:** Ensure all proposed events adhere to Girl Guides of Canada policies and guidelines according to the Fundraising Procedures and Guidelines and align with the GGC Strategic Plan.
4. **Collaborative Communication**: Work closely with Guiders, organizing events to provide guidance, answer questions and ensure clarity in the approval process.
5. **Record Keeping**: Maintain detailed records of event proposals, approvals and related communications through the FR.1 portal and use of girlguides.ca emails.
6. **Timely Approvals**: The FR.1 portal distributes requests to available FR.1 approvers who expedite the approval process while maintaining thoroughness and attention to detail.
7. **Communication with Applicant**: responding to the submitting Guider within 72 hours that their FR.1 has been received by an assessor, and then confirming approval/decline within 24 hours thereafter.
8. **Cross-Functional Collaboration**: Collaborate with other teams, such as Safe Guide Advisers and DEI, to align fundraising events with the overall mission and goals of the organization.
9. **Community Engagement**: Foster positive relationships with event organizers, encouraging a sense of partnership and shared commitment to our charitable initiatives.
10. Participate in Training and Enrichment for Adult Members (TEAM).

Qualifications:

- A commitment to and enthusiasm for GGC.
- Strong organizational and communication skills (including **coaching and advising**).
- Familiarity with GGC policy, procedures, and guidelines on fundraising.
- An aptitude for thinking critically, analytically, and procedurally.
- **High computer literacy,** including email communication, MS Office and Teams.
- Ability to respond to team members promptly.

Term:

As an activity, no term is set, although candidates will be reviewed annually.