GirlGuiding New Zealand – Fee Management Procedure

Date of Procedure:	November 2024
Next Review:	December 2026

Purpose

The purpose of this procedure is to make clear the requirements for the payment of fees and, outline the circumstances where girl members will be unable to attend Guiding because of unpaid fees.

Background

Fees are an essential revenue source for the development and maintenance of GirlGuiding programmes.

Payment of Fees

It is expected that parents / caregivers make all reasonable efforts to pay their child's fees by the GirlGuiding New Zealand invoice due date.

If a parent / caregiver is unable to pay their child's member fees by the due date, they must contact the Finance Team to discuss payment options: OGMInvoices@ggnz.org.nz Parents / caregivers or Leaders may be eligible to apply for funding through the GirlGuiding New Zealand ***We've Got You Girl*** Fund https://girlguidingnz.org.nz/weve-got-you-girl/

Managing Outstanding Fees

Programme: From 1 January 2025 girl members will be unable to attend Guiding if Term Fees are outstanding for a period of **one term and** no payment plan is in place. After this period, the Finance Team will notify parents via email that their child will no longer be able to attend Guiding and notify leaders to remove girl members from their Unit.

Events: Girl members will be unable to attend an Event if payment is not made by the due date and the Term Fees are not paid by week six of the Term (if there is no payment plan in place for the Term Fees).

Payment plans **cannot** be applied to Event Fees. Events are self-funded, and these fees must be made by the specified due date for the Event.

The Finance Team will notify leaders when outstanding fees are approaching the point of potential exclusion from the event.

Responsibility for Fees

If a girl will no longer be attending Guiding, a parent / caregiver must notify the Unit Leader; or make contact with a member of the Finance Team: OGMInvoices@ggnz.org.nz to make this known and to avoid incurring Term Fees.

Parents / Caregivers will remain responsible for Term Fees incurred up until the Unit Leader or GirlGuiding New Zealand is directly notified a girl will no longer be attending.

Handling of Overdue Fees

Outstanding fees may be referred to an external collection agency. Any debt collection costs incurred will be recovered in addition to the outstanding fees owing.