

3581 Dutch Village Rd.
 Halifax, NS
 B3N 2S9

Provincial Commissioner Holly Thompson: Holly.thompson@girlguides.ns.ca	Office Manager Miriam MacDonald: mmacdonald@girlguides.ns.ca	Customer Service Rep Cindy Barrett: ggcns@girlguides.ns.ca	Records Management Coord Peggy MacPhie: Peggy.Macphie@girlguides.ns.ca	Accounting Administrator Sharon LeLeivre: Sharon.LeLievre@girlguides.ns.ca
Provincial Council questions Contracts Adult Support Procedures Guiding Assistance requests Insurance & Waivers HR Team Governance & Evaluation Girl Protection	Building issues Contracts Council Correspondance Council & Exec Mtg Arrangments GGC Property Management Insurance & Waivers Invoicing- Census Provincial office Budget Provincial Calender updates Provincial Volunteer Applications Recognition & Awards- coord Security Staffing	Canada Post mail outs to volunteers Conference Call Coordination Email - mass distributions Equipment - on loan First Aid Trainings INQ Process Lending Library Opening mail Ordering office supplies Room bookings at Guide House Visitor coordination at Guide House Website updates Please use noted email's for: Website updates - website@girlguides.ns.ca Safe Guide - safeguide@girlguides.ns.ca Water activities - safeguide@girlguides.ns.ca	Keys/Security Codes: .-Guide House Meetings 5 Phase Welcome PRC- Expiry Notification Please direct questions on Census Reports - Areas iMIS - Girl and Adult .- iMIS Entry .- iMIS inquiries .- iMIS Reports to - IMIS@girlguides.ns.ca	CWFF Contributions Donations Financial Questions HST Rebates Invoicing- Cookies Expense Cheques

Guide Office Contact Information:
 Phone: 423-3735 Fax: 423-5347
 Office e-mail: ggcns@girlguides.ns.ca

Nova Scotia Guide Office Staff and Senior Volunteer Help List
 Jan 27th 2010

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Deputy PC Committee Debbie Mellish: debbiemellish@eastlink.ca	Deputy PC Area / Community Tina Joudrey t.joudrey@ns.sympatico.ca	Deputy PC Youth Margaret Gullage: Margaret.gullage@ns.sympatico.ca	Finance Committee Lorena Fortune: fortunla@gov.ns.ca	
The Deputies work specifically with the following groups (and sub teams) for mentoring, support, and problem solving:				
Provincial Advisory Network: Camping International Public Relations Training Program Membership 2010-2011 Anniversary Events Provincial Conference	Area Commissioner Support	Ranger & Young Adult Team Youth Recognition Event 2010-2011 National Service Project Safer Communities Youth Awards External Organization contact for: National Council of Women & Halifax Council of Women Recreation Nova Scotia HRM Youth Service Provider Network Duke of Edinburgh Awards Nova Scotia Advisory Council on the Status of Women	Area Financial Reviews Cookie Campaign Fundraising Approvals Provincial Budget Area Treasurers	