**Guiders – Keep this form and submit as part of the** [**Safe Guide Retention Package**](https://mz.girlguides.ca/web/MZ/Guider_Resources/Safe_Guide_SubPages/SGPC_Form.aspx)**.**

Activities are organized according to Girl Guides of Canada’s Safe Guide. Safe Guide sets procedures for activity management including supervision, training, equipment, and health matters. A copy of Safe Guide is available from [www.GirlGuides.ca](http://www.girlguides.ca/).

**If your daughter/ward has any disabilities that may require accommodation, disclosing and discussing them with us will help us accommodate her.**

**Parents/Guardians – please retain this sheet for your information!**

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| **WHAT - Activity Information** | | |
| Activity/event/camp: Outdoor Experience – Boys and Girls Ottawa Camp Smitty | | Today’s date: 11/15/2023 |
| Unit(s): | | |
| Responsible Guider: | | Cost (including GST/HST): $125 plus HST |
| **Activity description**: (Guiders – give a description of the overall activity, event, or camp. Try to “paint a picture” of what it will be like for the girls.)  An event for Sparks, Embers and Guides, including many activities throughout the day encouraging time outdoors. An opportunity for girls and Guiders alike to share in the Sisterhood of Guiding and to see the vast numbers of girls involved in our great organization. It is a fun weekend for all with new experiences and making new friends! | | |
| **Purpose of Activity**: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)  Complete program work related to Outdoor Activities and exploring. | | |
| **WHEN** | | |
| Start date & time: 1/26/2024 at 6:00pm | End date & time: 1/28/2024 at 12:00pm | |
| **WHERE** | | |
| Location/facility name: BCG Ottawa Camp Smitty | | Contact number: 1-888-824-0183 x126 |
| Address: 98 Mink Lake Rd, Eganville, ON K0J 1T0  Street Address City/Town Prov Postal Code | | |
| Brief description of facility/site: Camp Smitty is located on the south shore of Mink Lake in Eganville. It is a 28 acre facility located 1.5 hours west of Ottawa. Camp Smitty has 12 cabins for participant accommodations, as well as a sports field, camp fire pits, and Dining Hall on site. | | |
| For overnights, type of accommodation: | Meeting hall  Camp Building  Tent  Hotel  Hostel  Other (please list): | |
| **WHO** | | |
| Number of children/youth expected: Maximum 60 | | |
| Minimum supervision ratios will be: 1 : 5 for Sparks, and Embers; 1:7 for Guides, minimum 2 Guiders  Supervisors : Girls  Mandatory minimum supervision ratios can be found in Safe Guide. | | |
| Supervision will be provided as follows: (Guiders – please briefly explain how supervision will be managed.)  Guiders will supervise girls and remain with them at all times. Camp staff will also run activities all day. Due to the use of third party facilities, there may be male staff facilitating. The facility owner and/or operator is aware of and knows that we will need to follow our Safe Guide regulations in regards to this presence. At no time will male staff be permitted into sleeping, dressing or hygiene areas while girls are present unless they are responding to an emergency situation at the request of the Responsible Guider. | | |

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| HOW – Transportation Information | | | |
| Parent/guardian will provide transportation to and from activity:  Yes  No | | | |
| Arrangements for transportation: | | | |
| Departure time and location: | | | |
| Return time and location: | | | |
| **Drivers must ensure that owner of a vehicle has appropriate insurance.** Because of the way vehicle insurance is organized in Canada, coverage is only available through the vehicle owner. The owner is responsible for maintaining their vehicle insurance and for any injury to anyone or physical damage to their vehicle, another vehicle, resulting from its use for a GGC sanctioned activity. | | | |
| Specific activities will include:  (Guiders – please list the different activities the girls will be doing) | | Girls will require the following:  (Guiders – please attach a kit list if more space is required) | |
| Capture the Flag, Campers Choice: Camping Skills, FireBuilding, or Shelter Building, Initiative Games, Great Canadian Egg Drop, Campers Choice: Drama & Dance or Arts & Crafts, Nature Walk, Campfire | | Money: $ n/a | |
|  | | Equipment: Provided | |
|  | | Food: Provided | |
|  | | Clothing: [GGC Paperwork (girlguides.ca)](https://www.girlguides.ca/WEB/ON/Adult_Members/ON/Camping/Outdoor_Experiences/GGC_Paperwork.aspx) | |
|  | | Other: | |
|  | | Kit list attached: Yes  No | |
| A detailed itinerary is attached: Yes  No | | |
| **If you require more information, please contact:** | | |
| Guider’s name: | Guider’s name: | |
| Phone number: | Phone number: | |
| E-mail: | E-mail: | |