**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!**

|  |
| --- |
| **WHAT - Activity Information** |
| Activity/event/camp: Outdoor Experience – Elbow Lake  | Today’s date: 11/16/2023  |
| Unit(s):  |
| Responsible Guider:  | Cost (including GST/HST): $14.00  |
| **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 Guides, Pathfinders and Rangers, 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: 3/23/2024 at 10:00am  | End date & time: 3/23/2024 at 2:30pm  |
| **WHERE** |
| Location/facility name: Elbow Lake Environmental Education Centre  | Contact number: Emily Verhoek (613) 464-9559  |
| Address: 1500 Hewlett-Packard Lane Perth Road Village, Ontario K0H 2L0  Street Address City/Town Prov Postal Code |
| Brief description of facility/site: The Elbow Lake Environmental Education Centre (ELLEC) is the education campus of the Queen’s University Biological Station (QUBS). The property is a mosaic of rocky ridges and outcrops, mixed deciduous-coniferous woodlands and shoreline wetlands with 8km of interpretive hiking trails. They offer a wide range of outdoor programming that encourages youth to explore and measure local biodiversity through field-based scientific investigation.  |
| For overnights, type of accommodation: | [ ]  Meeting hall [ ]  Camp Building [ ]  Tent [ ]  Hotel [ ]  Hostel [ ]  Other (please list):  |
| **WHO** |
| Number of children/youth expected: Maximum 30  |
| Minimum supervision ratios will be: 1 : 7 for Guides and Pathfiners: 1:15 for Rangers, minimum 2 Guiders  Supervisors : GirlsMandatory 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. |

|  |
| --- |
| 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) |
| Cartography & Tree Identification & Forest Assessment | Money: $ n/a |
|   | Equipment: Provided |
|   | Food:  |
|   | 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:  |