**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: Ember Camp Academy  | Today’s date: 1/23/2024  |
| Unit(s): Calgary Area Ember Camp Academy |
| Responsible Guider: Katelynne Saville  | Cost (including GST/HST): $30  |
| **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.)A day event full of camp skills for Ember aged youth members.This is a fully outdoor event and Embers will learn teamwork and camping skills, while also meeting other Embers from around the City. |
| **Purpose of Activity**: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)Building camp skills, team building |
| **WHEN** |
| Start date & time: 3/16/2024 at 8:30am  | End date & time: 3/16/2024 at 4:15pm  |
| **WHERE** |
| Location/facility name: Camp Jubilee  | Contact number:  |
| Address: Range Rd 42, Cochrane, AB T4C 2A4 Street Address City/Town Prov Postal Code |
| Brief description of facility/site: Fully serviced camp site. While events are taking place mostly outside, we have some indoor space for emergencies. |
| For overnights, type of accommodation: | [ ]  Meeting hall [ ]  Camp Building [ ]  Tent [ ]  Hotel [ ]  Hostel [ ]  Other (please list):  |
| **WHO** |
| Number of children/youth expected: 300  |
| Minimum supervision ratios will be: 1 : 8 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.)Units will be with their group for the entire day and do regular checkins. Embers will be buddied up with a buddy. |

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| HOW – Transportation Information |
| Parent/guardian will provide transportation to and from activity: [ ]  Yes [x]  No |
| Arrangements for transportation: Bussing to/from 2188 Brownsea Drive NW.  |
| Departure time and location: Drop off between 8:30-8:45am. Busses leave at 9:00am |
| Return time and location: Pickup at 4:15pm |
| **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) |
| Lighting Matches | Money: $ 0 |
| Team Building Games | Equipment:  |
| First Aid Activities | Food: Nut Free Lunch & Snacks and Water |
| Camp Snacks  | Clothing: See Kit List  |
| Campfire | Other:  |
|   | Kit list attached: Yes [x]  No [ ]  |
| A detailed itinerary is attached: Yes [ ]  No [x]  |
| **If you require more information, please contact:** |
| Guider’s name:  | Guider’s name:  |
| Phone number:  | Phone number:  |
| E-mail:  | E-mail:  |