**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: Calgary Area Sparklefest | | Today’s date: 2/4/2024 |
| Unit(s): Calgary Area Sparks Units | | |
| Responsible Guider: Maire Shelast | | 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 Calgary Area organized and run event where Spark Units from across the city will come together and learn camping skills and enjoy the outdoors. We will be doing activities like learning about how to set up a campsite, how to dress for camp, first aid basics, wide games and campfire. We are excited to share this day with Sparks from across the city. | | |
| **Purpose of Activity**: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)  Bridging with other units within the city, learning and practicing camp skills, team building | | |
| **WHEN** | | |
| Start date & time: 4/13/2024 at 9:00am | End date & time: 4/13/2024 at 4:00pm | |
| **WHERE** | | |
| Location/facility name: Camp Jubilee | | Contact number: 403-804-8402 |
| Address: 255240 and 255242 Rge Rd 42 Cochrane, AB Alberta  Street Address City/Town Prov Postal Code | | |
| Brief description of facility/site: A Calgary Area owned campsite. All facilities are outdoors include washrooms/outhouses | | |
| For overnights, type of accommodation: | Meeting hall  Camp Building  Tent  Hotel  Hostel  Other (please list): | |
| **WHO** | | |
| Number of children/youth expected: 250 | | |
| Minimum supervision ratios will be: 1:8 :  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.)  Unit Guiders will be with the unit at all times and check-ins will be done at the start and end of each session to make sure all Sparks are accounted for. Additional adults will be running stations. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| HOW – Transportation Information | | | |
| Parent/guardian will provide transportation to and from activity:  Yes  No | | | |
| Arrangements for transportation: Event Organized Bussing | | | |
| Departure time and location: Busse leave at 9:15am from 2188 Brownsea Drive NW | | | |
| Return time and location: Busses arrive at 4:00pm from 2188 Brownsea Drive NW | | | |
| **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) | |
| First Aid | | Money: $ 0 | |
| Campsite Set up | | Equipment: See Parent Package for Kit List | |
| Scavenger Hunt/Games | | Food: Lunch – Nut Free | |
| Outdoor games | | Clothing: See Parent Package for Kit List | |
| Campfire/singing | | Other: | |
| Fire Starting | | 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: | |