**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: Island Rally 2024  | Today’s date: <date>  |
| Unit(s): <full unit name> |
| Responsible Guider: Click or tap here to enter text.  | Cost (including GST/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.)BC Girl Guides has arranged for Island Rally 2024. What is Island Rally? Girl Guides will enjoy an epic day of fun, friendship, trading crafts/crests/pins, singing songs, and more, with their Guiding units/groups. Youth will be attending from across Vancouver Island and maybe some from mainland BC.<insert details organizing transportation e.g. ferries, private buses, carpool> |
| **Purpose of Activity**: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)A day gathering to celebrate Girl Guides by coming together as a large group and sharing in the sisterhood of Guiding. |
| **WHEN** |
| Start date & time: 5/26/2024 at <insert time>  | End date & time: 5/26/2024 at <insert time>  |
| **WHERE** |
| Location/facility name: Cowichan Exhibition Park  | Contact number: site contact or Guider cell  |
| Address: 7380 Trans-Canada Hwy, Duncan, BC V9L 6B1 Street Address City/Town Prov Postal Code |
| Brief description of facility/site: Municipal fair grounds with fully fenced space for the event with porta-potties and potable water available. Dress for the weather as we are outdoors. Units will receive their registration package upon arrival. No individual caregiver drop off. No in and out privileges. Units will be checked out on departure. |
| For overnights, type of accommodation: | [ ]  Meeting hall [ ]  Camp Building [ ]  Tent [ ]  Hotel [ ]  Hostel [ ]  Other (please list):  |
| **WHO** |
| Number of children/youth expected: <provide details>  |
| Minimum supervision ratios will be: 1 : Green (8 Sparks & Embers; 1:15 Guides and above) 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.)We will have screened supervisors present at all times, including First Aiders. The youth will be in a buddy system and head counts will be done regularly. <insert any supervision on transportation, if unit is organizing>Upon arrival at event, Responsible Guider will do an orientation with the youth, outlining our event space, muster area and out of bounds areas.  |

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| HOW – Transportation Information |
| Parent/guardian will provide transportation to and from activity: [x]  Yes [ ]  No |
| Arrangements for transportation: <provide details>  |
| Departure time and location: <provide details>  |
| Return time and location: <provide details>  |
| **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) |
| Large gathering with other Girl Guide youth | Money: $ 0 |
| Trading crafts and badges with other youth | Equipment: Sunscreen, situpon or camp chair, refillable water bottle (full), backpack to hold everything; new fuzzy socks for service project |
| Singing | Food: no-litter lunch, extra snacks (nut free) |
| Craft Tables | Clothing: Rain jacket or poncho, hat |
| Click or tap here to enter text. | Other: Traders (crafts, pins, badges/crests) in a small bag, smile |
|   | Kit list attached: Yes [x]  No [ ]  |
| A detailed itinerary is attached: Yes [ ]  No [x]  |
| **If you require more information, please contact:** |
| Guider’s name: Name and Nickname  | Guider’s name: Name and Nickname |
| Phone number: provide(one should be a cell)  | Phone number: provide(one should be a cell)  |
| E-mail: Can use unit email account  | E-mail:  |