

**Guiders – Keep this form and submit as part of the [Safe Guide Retention Package](#).**

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:		Today's date:	
Unit(s):			
Responsible Guider:		Cost (including GST/HST):	
<b>Activity description:</b> (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.)			
<b>Purpose of Activity:</b> (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)			
WHEN			
Start date & time: _____ at _____		End date & time: _____ at _____	
WHERE			
Location/facility name:		Contact number:	
Address: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> <span>Street Address</span> <span>City/Town</span> <span>Prov</span> <span>Postal Code</span> </div>			
Brief description of facility/site:			
For overnights, type of accommodation:		<input type="checkbox"/> Meeting hall <input type="checkbox"/> Camp Building <input type="checkbox"/> Tent <input type="checkbox"/> Hotel <input type="checkbox"/> Hostel <input type="checkbox"/> Other (please list): _____	
WHO			
Number of children/youth expected:			
Minimum supervision ratios will be: _____ : _____ <div style="text-align: center; font-size: small;">Supervisors : Girls</div> Mandatory minimum supervision ratios can be found in Safe Guide.			

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Supervision will be provided as follows: (Guiders – please briefly explain how supervision will be managed.)

### 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)
	Money: \$
	Equipment:
	Food:
	Clothing:
	Other:
	Kit list attached: Yes <input type="checkbox"/> No <input type="checkbox"/>

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: \_\_\_\_\_

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