**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: Great Ottawa Scavenger Hunt | | Today’s date: 6/4/2024 |
| Unit(s): 61st Manitoba 2024 Trip Unit & guests | | |
| Responsible Guider: Colette Gibney | | Cost (including GST/HST): 40 |
| **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.)  Pathfinders, Rangers and Trex are invited to join us for a city-wide scavenger hunt! With your team, hop on buses and trains to find the items on your list.  Units will stay together. Adults not attending with their unit are welcome to join in an adult-only team. | | |
| **Purpose of Activity**: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)  To get familiar with transit, explore the city, and have fun! | | |
| **WHEN** | | |
| Start date & time: 10/19/2024 at 9:30 | End date & time: 10/19/2024 at 4:00 | |
| **WHERE** | | |
| Location/facility name: Billings Bridge Mall (2nd floor transit station) | | Contact number: 613-733-2595 |
| Address: 2269 Riverside Dr, Ottawa, ON K1H 8K2  Street Address City/Town Prov Postal Code | | |
| Brief description of facility/site: A local shoppoing mall | | |
| For overnights, type of accommodation: | Meeting hall  Camp Building  Tent  Hotel  Hostel  Other (please list): | |
| **WHO** | | |
| Number of children/youth expected: 80 | | |
| Minimum supervision ratios will be: 1 : 15  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.)  Guiders will attend with their units. | | |

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| 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) | |
| A city-wide scavenger hunt | | Money: $ | |
| Taking transit throughout the city | | Equipment: | |
|  | | Food: A bagged lunch and snacks | |
|  | | Clothing: Dress for the weather | |
|  | | Other: | |
|  | | Kit list attached: Yes  No | |
| A detailed itinerary is attached: Yes  No | | |
| **If you require more information, please contact:** | | |
| Guider’s name: Colette Gibney | Guider’s name: Katherine Boisvert | |
| Phone number: 613-290-6084 | Phone number: 613-225-4980 | |
| E-mail: Colette.gibney@gmail.com | E-mail: katherineboisvert@ymail.com | |