**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: Make New Friends Day Camp | | Today’s date: 6/6/2024 |
| Unit(s): 61st Manitoba 2024 Trip Unit & Sparks and Embers from around Ottawa | | |
| Responsible Guider: Colette Gibney | | Cost (including GST/HST): 35 |
| **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.)  Join us for a fun day outdoors! We will be doing outdoor activities and making new friends during this day camp at Baxter Conservation Area. Sparks and Embers will stay with their unit for the activities as we celebrate fun and friendship!  We will be outdoors all day, so dress for the weather. | | |
| **Purpose of Activity**: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)  To spend time outdoors and have fun getting to know our new friends | | |
| **WHEN** | | |
| Start date & time: 9/28/2024 at 10 AM | End date & time: 9/28/2024 at 3 PM | |
| **WHERE** | | |
| Location/facility name: Baxter Conservation Area, meet at the second parking lot by the beach. | | Contact number: 613-489-3592 |
| Address: 7498 Carter Road, Kars, ON  Street Address City/Town Prov Postal Code | | |
| Brief description of facility/site: Conservation area. | | |
| 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 : 5  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) | |
| Spending time outdoors | | Money: $ | |
| Cooking on the fire | | Equipment: Full water bottle | |
|  | | Food: | |
|  | | 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 | |