**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 needs or disabilities that may require accommodation, disclosing and discussing them with us will help us accommodate her.**

**Parents/Guardians – please keep this sheet for your information!**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY INFORMATION | | | | | | |
| Name of activity: Spark and Ember Outdoor Activity Day - Exploring Our Shared Planet | | | | | Today’s date:  2024-10-02 | |
| Unit Name(s):   various | | | | | | |
| Council:     ON | | | District or Administrative Community:      29 | | | |
| Responsible Guider: Margaret Grohmann | | | | | Cost (including GST/HST): $39.55 | |
| Activity Start | | Date: 2024-11-16 | | Activity End | | Date:  2024-11-16 |
| Time:  10 am | | Time:  4 pm |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*   * explore how to take care of our world * make natural bird feeders * play games * upcycle our waste * do arts & crafts * enjoy a campfire | | | | | | |
| A detailed itinerary is attached: Yes ☐ No X | | | | | | |
| **Third Party Service Provider (TPSP) Activity Facilitators**  List all TPSPs that will be present during the activity and what services they will provide. *(Not enough space? Attach another page to this form)* | | | | | | |
| ☐ A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name:  Camp Sheldrick | | | | | Contact number: | |
| Address: | 12489 Nesbitt Road     Winchester Ontario K0C 2K0 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site:    Scouts Canada campground | | | | | | |
| For overnights, type of accommodation: ☐ Meeting hall ☐ Camp Building ☐ Tent ☐ Hotel  ☐ Hostel ☐ Other (please list): | | | | | | |
| Supervision | | | | | | |
| Minimum supervision ratios will be Supervisors   1    to girls  8    .  Mandatory minimum supervision ratios can be found in [Safe Guide](https://mbr.girlguides.ca/Documents/MZ/SafeGuide/SafeGuide.pdf). | | | | | | |
| How will girl be supervised during the activity? For overnight include information about where girls and Guiders be sleeping and how girls will be supervised overnight. *(Not enough space? Attach another page to this form)*    Sparks and Embers will be buddied up. Guiders will supervise their own unit. | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity:X Yes ☐ No | | | | | | |
| Arrangements for transportation: | | | | | | |
| Drop-off time: | | | | Drop-off location: | | |
| Pick-up time: | | | | Pick-up 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. | | | | | | |
| What to bring *(Not enough space? Attach kit list to this form)* | | | | | | |
| Spending money: $ | | | | Equipment: | | |
| Food: | | | | Other: | | |
| Clothing: appropriate for the weather | | | | Kit list attached: Yes ☐ No X | | |

|  |  |
| --- | --- |
| **For more info before the activity:** | **Contact information during the activity:** |
| Guider’s name: | Guider’s name: |
| Phone number: | Phone number: |
| E-mail: | E-mail: |