**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 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!**

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| ACTIVITY INFORMATION | | | | | | |
| Name of activity: Cardboard Fun Day | | | | | Today’s date: November 11, 2024 | |
| Unit Name(s): Calgary Area Spark and Ember Units | | | | | | |
| Council: Calgary Area | | | District or Administrative Community: N/A | | | |
| Responsible Guider: Sherry Kenneway | | | | | Cost (including GST/HST): $ 5 | |
| Activity Start | | Date: January 18 2025 | | Activity End | | Date: January 18 2025 |
| Time: 9:00am | | Time: 12:00pm |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  This is a creative building event where Sparks and Embers will work together to create a Farm Yard Scene with their units using commonly found arts and crafts supplies. This is a program event to explore creativity and design and promote teamwork.  Sparks and Embers should bring a small bag with a water bottle and indoor shoes and have eated breakfast. A snack will be provided a the event. Please have Sparks and Embers dropped off at 9am. | | | | | | |
| A detailed itinerary is attached: Yes  No | | | | | | |
| **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)*  N/A | | | | | | |
| A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name: Calgary Area Girl Guide Center | | | | | Contact number: See Guider Phone | |
| Address: | 2188 Brownsea Drive NW | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: Fully serviced buidling in Calgary with heat and indoor plumbing. | | | | | | |
| 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 with | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity:  Yes  No | | | | | | |
| Arrangements for transportation: | | | | | | |
| Drop-off time: 9:00am | | | | Drop-off location: Girl Guide Center | | |
| Pick-up time: 12:00pm | | | | Pick-up location: Girl Guide Center | | |
| **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: $ 0 | | | | Equipment: | | |
| Food: Water bottle | | | | Other: | | |
| Clothing: Crafting appropriate shirt, Indoor Shoes | | | | Kit list attached: Yes  No | | |

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| --- | --- |
| **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: |