**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: Guides on the Go | Today’s date: November 5, 2024 |
| Unit Name(s): Guides from the Ottawa area |
| Council:       | District or Administrative Community:       |
| Responsible Guider: Colette Gibney | Cost (including GST/HST): $ 40 |
| Activity Start  | Date: April 5, 2025 | Activity End  | Date: April 5, 2025 |
| Time: 9:30 AM | Time: 3:30 PM |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*Join us as we participate in activities around the city of Ottawa! We will be travelling by OC Transpo, visiting Virtual Ventures at Carleton University, and enjoying activities with other Guides. The day will include outdoor cooking and a mini scavenger hunt. A snack will be provided.Dress to be outside, and bring a full water bottle and a bag lunch. Please tie back long hair.Drop off and pick up is in Billings Bridge Centre Court.  |
| 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: Billings Bridge | Contact number:       |
| Address:  | 2269 Riverside Dr, Ottawa ON K2H 8K2 |
|  | Street Address City/Town Prov Postal Code |
| Brief description of facility/site: Mall space |
| For overnights, type of accommodation: [ ]  Meeting hall [ ]  Camp Building [ ]  Tent [ ]  Hotel [ ]  Hostel [ ]  Other (please list):       |
| Supervision |
| Minimum supervision ratios will be Supervisors 2 to girls 15.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)*Leaders will attend and are responsible for supervising their 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: Bag lunch, full water bottle | Other:       |
| Clothing: Dress for the weather, tie back long hair | Kit list attached: Yes [ ]  No [x]  |

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| **For more info before the activity:** | **Contact information during the activity:** |
| Guider’s name: Colette Gibney | Guider’s name: Katherine Boisvert |
| Phone number: 613-290-6084 | Phone number: 613-225-4980 |
| E-mail: guidescantravel@gmail.com | E-mail: katherineboisvert@ymail.com |