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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-a-Palooza 2025 | | | | | Today’s date:  2024-11-25 | |
| Unit Name(s):     various | | | | | | |
| Council:      ON | | | District or Administrative Community:    27, 28, 29, 40 | | | |
| Responsible Guider:   Mandy Read | | | | | Cost (including GST/HST): $25.00 | |
| Activity Start | | Date:  Feb 8, 2025 | | Activity End | | Date:    Feb 8, 2025 |
| Time:    11 am | | Time:    4:30 pm |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*    Welcome to the 5th Spark-a-Palooza!  This year we will be going on a Jungle Adventure. Join us for a themed campfire sing-a-long, games, crafts, and other fun activities.  A nut free lunch and snack will be provided.  Please bring a water bottle and indoor shoes. | | | | | | |
| A detailed itinerary is attached: Yes ☐ NoX | | | | | | |
| **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:Bells Corner United Church | | | | | Contact number:  (613) 820-8103 | |
| Address: | [3955 Old Richmond Rd, Ottawa ON K2H 5C5](https://www.bing.com/maps?&mepi=127~~Unknown~Address_Link&ty=18&q=Bell%27s%20Corners%20United%20Church&ss=ypid.YN1212x263934580&ppois=45.315940856933594_-75.82846069335938_Bell%27s%20Corners%20United%20Church_YN1212x263934580~&cp=45.315941~-75.828461&v=2&sV=1&FORM=MPSRPL) | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site:  church | | | | | | |
| 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   5   .  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 will be encouraged to buddy up. Guiders will supervise their youth during the activity. | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity: XYes ☐ 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: $0.00 | | | | Equipment: | | |
| Food: | | | | Other: indoor shoes, water bottle | | |
| Clothing: | | | | Kit list attached: Yes ☐ No X | | |

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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: |