**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: Outdoor Experiences – TRCA Claremont Nature Centre | | | | | Today’s date: Nov 4, 2024 | |
| Unit Name(s): | | | | | | |
| Council: | | | District or Administrative Community: | | | |
| Responsible Guider: | | | | | Cost (including GST/HST): $  • Girl participant – $141.25 ($125 +HST)  • Adult inside ratio – $0  • Adult outside ratio – $141.25 ($125 +HST) | |
| Activity Start | | Date: Mar 28, 2025 | | Activity End | | Date: Mar 30, 2025 |
| Time: 6:00 PM | | Time: 12:00 PM |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  Amazing animals, nature exploration, nature hike, campfire | | | | | | |
| 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)*  TRCA Claremont Nature Centre | | | | | | |
| A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name: TCRA Claremont Nature Centre | | | | | Contact number: | |
| Address: | 4290 Westney Rd N, Goodwood, ON L0C 1A0 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: Toronto and Region Conservation Authority Camp Claremont Field Centre. Field Centre provides rooms with bunk beds for girls, with separate sleeping areas for leaders. On site kitchen, classroom, recreation area and eating area are included in the building. | | | | | | |
| For overnights, type of accommodation:  Meeting hall  Camp Building  Tent  Hotel  Hostel  Other (please list): | | | | | | |
| Supervision | | | | | | |
| Minimum supervision ratios will be Supervisors       to girls      .  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)*  1:5 for Sparks and Embersl 1:7 for Guides, minimum 2 Guiders  Guiders will supervise girls and remain with them at all times. Camp staff will also run activities all day. Due to the use of third party facilities, there may be male staff facilitating. The facility owner and/or operator is aware of and knows that we will need to follow our Safe Guide regulations in regards to this presence. At no time will male staff be permitted into sleeping, dressing or hygiene areas while girls are present unless they are responding to an emergency situation at the request of the Responsible Guider. | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity:  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: $ n/a | | | | Equipment: Provided | | |
| Food: provided | | | | Other: | | |
| Clothing: | | | | 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: |