**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!**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY INFORMATION | | | | | | |
| Name of activity: Outdoor Experiences – UTRCA Fanshawe Outdoor Education Centre | | | | | Today’s date: Nov 4, 2024 | |
| Unit Name(s): | | | | | | |
| Council: | | | District or Administrative Community: | | | |
| Responsible Guider: | | | | | Cost (including GST/HST): $  • Girl participant - $8.00 (no HST)  • Adult inside ratio – $0  • Adult outside ratio – $8.00 (no HST) | |
| Activity Start | | Date: Mar 22, 2025 | | Activity End | | Date: Mar 22, 2025 |
| Time: 10:00 AM | | Time: 11:30 AM |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  Spring sensations | | | | | | |
| 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)*  UTRCA Fanshawe Outdoor Education Centre | | | | | | |
| A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name: UTRCA Fanshawe Outdoor Education Centre | | | | | Contact number: | |
| Address: | 1424 Clarke Rd, London ON N5V 5B9 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: A 3,000 acre conservation area was created when the Upper Thames River Conservation Authority (UTRCA) built Fanshawe Dam and Reservoir in 1950-52, to protect the City of London from flooding. The "outdoor playground," perched on the edge of London, offers camping (both seasonal and overnight), boating, canoe and kayak rentals, hiking, picnicking, mountain biking, bird watching, fishing, special events, and so much more! | | | | | | |
| 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)*  1:8 for Sparks and Embers; 1:15 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: | | | | Other: | | |
| Clothing: | | | | Kit list attached: Yes  No | | |

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