**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: Look At This Badge Isn't It Neat? | Today’s date: Dec 16, 2024 |
| Unit Name(s):       |
| Council: ON | District or Administrative Community: 23 |
| Responsible Guider: Rebecca Lormand - for overall event.Unit Contact Guider attending event: | Cost (including GST/HST): $ 35.00 |
| Activity Start  | Date: 03/22/2025 | Activity End  | Date: 03/22/2025 |
| Time: 1:00PM | Time: 8:00PM |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*This is a Sparks branch event based off Disney Princesses - There will be crafts, gamesand activities for attendees to do and the evening will end with a dance party. Attendees will have food and snacks.After the dance party attendees will get their badge for attending and go home. |
| 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)*N/A |
| [ ]  A TPSP waiver is attached and required to be completed in order to participate. |
| Location Information |
| Location or facility name: Camp Samac | Contact number: 905-809-9689 |
| Address:  | 275 Conlin Rd E, Oshawa, ON L0B 1J0 |
|  | Street Address City/Town Prov Postal Code |
| Brief description of facility/site: Our site is the Camp Samp Council Hall. We will be in the upper section of the Council Hall inside the Annex room; Ramp at entrance, 1 large room with adjacent room called the Fire Hall, 1 kitchen, 2 washrooms 7 toilets. |
| For overnights, type of accommodation: [ ]  Meeting hall [ ]  Camp Building [ ]  Tent [ ]  Hotel [ ]  Hostel [ ]  Other (please list):       |
| Supervision |
| Minimum supervision ratios will be Supervisors 15 to girls 103.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)*During the evening all participants will be in the large community hall participating in activities - we will have all doors but 2 blocked off with the activity tables so Sparks are unable to take off/get lost during the event. Each activity table will have an accompanied adult member or pathfinder/ranger age. The 2 doors not blocked off will be Entrance and an Emergency Exit, there will be a unit guider stationed at each of these doors to again ensure no Sparks are able to take off/get lost. All Spark units attending must stay with their Unit Guiders and Spark members, and will be asked to use the buddy system.  |
| Transportation Information |
| Parent/guardian/caregiver will provide transportation to and from activity: [x]  Yes [ ]  No |
| Arrangements for transportation:       |
| Drop-off time: 1:00PM | Drop-off location: 275 Conlin Rd E, Oshawa, ON. |
| Pick-up time: 8:00PM | Pick-up location: 275 Conlin Rd E, Oshawa, ON. |
| **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: Blanket. Sit-upon OR pillow. |
| Food: ONLY if brand specific foods foraccommodations. Otherwise, NO OUTSIDE FOOD. | Other: Water bottle with water to drink. |
| Clothing: Dress up if you would like! Indoor shoes to change into once inside event. | Kit list attached: Yes [ ]  No [x]  |

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| **For more info before the activity:** | **Contact information during the activity:** |
| Guider’s name: 'Lady Bug' Rebecca Lormand | Guider’s name: 'Lady Bug' Rebecca Lormand |
| Phone number: 289-688-9729 | Phone number: 289-688-9729 |
| E-mail: rebeccaunitguide@gmail.com | E-mail: rebeccaunitguide@gmail.com |