**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: Musical Memories Overnight Camp | | | | | Today’s date: August 28, 2024 | |
| Unit Name(s): 61st Manitoba 2026 Trip Unit & other units in the Ottawa Area | | | | | | |
| Council: ON | | | District or Administrative Community: 28 | | | |
| Responsible Guider: Colette Gibney | | | | | Cost (including GST/HST): $ 65 | |
| Activity Start | | Date: May 2 | | Activity End | | Date: May 4 |
| Time: 7:00 PM | | Time: 11:00 AM |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  See those clouds rolling on their way, look up to the sky, and swing along the open road as we spend a weekend singing Girl Guide songs, playing musical games, and enjoying the environment of Baxter Conservation Area. | | | | | | |
| 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)* | | | | | | |
| A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name: Baxter Conservation Area | | | | | Contact number: (613) 489-3592 | |
| Address: | 7498 Carter Road, Kars, ON K0A 2E0 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: Group campsite at a conservation area. There are drop toilets on site, as well as numerous picnic tables and a campfire pit. | | | | | | |
| 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 7.  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)*  Unit guiders will attend with their unit. | | | | | | |
| 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: $ | | | | Equipment: | | |
| Food: | | | | Other: | | |
| Clothing: | | | | Kit list attached: Yes  No | | |

|  |  |
| --- | --- |
| **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 |