**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: Sparks Sprocket Day | | | | | Today’s date:March 3, 2025 | |
| Unit Name(s):Sparks of Monashee Area | | | | | | |
| Council: Monashee Area | | | District or Administrative Community: | | | |
| Responsible Guider:Barb Wilson | | | | | Cost (including GST/HST): $10 | |
| Activity Start | | Date: April 26th, 2025 | | Activity End | | Date: April 26th, 2025 |
| Time: 10 am or 2 pm | | Time:12:30 pm or 4:30 pm |
| **List of planned activities:***(Not enough space? Attach an activity plan to this form)*  Sparks will go through a series of science stations--Magnets, Engineering, Forensics, Chemistry, sound science, and biology; Sparks will do hands-on experiments as well as fun activities and getting to know members from all over the 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)*  no TPSPs | | | | | | |
| A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name:Camp Arbuckle Girl Guide Camp | | | | | Contact number: 250-469-3017 | |
| Address: | 14750 Carrs Landing Road Lake Country BC V4V 1C5 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: This is a Girl Guide camp with a main building with a dining area kitchen and multipurpose room and the camp has a dormitory building | | | | | | |
| For overnights, type of accommodation: Meeting hallCamp Building Tent Hotel  Hostel Other (please list): | | | | | | |
| Supervision | | | | | | |
| Minimum supervision ratios will beSupervisors 1 to girls5.  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)*  Girls will be put into small groups that will each have a supervisor . Moving from station to station each group will be checked for numbers. Extra supervisors will float among the groups and there are station supervisors also. | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity: Yes No | | | | | | |
| Arrangements for transportation:n/a | | | | | | |
| 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: provided | | | | Other: day pack with water bottle | | |
| Clothing: suitable for weather | | | | Kit list attached: Yes  No | | |

|  |  |
| --- | --- |
| **For more info before the activity:** | **Contact information during the activity:** |
| Guider’s name:Barb Wilson | Guider’s name:Barb Wilson |
| Phone number:250-469-3017 | Phone number:250-469-3017 |
| E-mail: guiderbarbw@gmail.com | E-mail: guiderbarbw@gmail.com |