**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 – Camp Kawartha Environment Centre | | | | | Today’s date: Feb 18, 2025 | |
| Unit Name(s): | | | | | | |
| Council: | | | District or Administrative Community: | | | |
| Responsible Guider: | | | | | Cost (including GST/HST): $  • Girl participant - $15.00 (no HST)  • Adult inside ratio – $0  • Adult outside ratio – $15.00 (no HST) | |
| Activity Start | | Date: Apr 27, 2025 | | Activity End | | Date: Apr 27, 2025 |
| Time: 9:30 AM | | Time: 2:30 PM |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  Wetland Wonders, Is Anybody Home? | | | | | | |
| 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)*  Camp Kawartha Environment Centre | | | | | | |
| A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name: Camp Kawartha Environment Centre | | | | | Contact number: | |
| Address: | 2505 Pioneer Rd Peterboroug ON K9J 6Y1 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: Located next to Trent University’s stunning wildlife sanctuary lands in Peterborough, The Camp Kawartha Environment Centre showcases innovative green architecture and alternative energy in action. They provide hands-on workshops, lectures and seminars and day camps on sustainability to the general public. | | | | | | |
| 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 | | |

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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: |