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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:  ORCKA canoe training | | | | | Today’s date:   2025-05-13 | |
| Unit Name(s):      various | | | | | | |
| Council: | | | District or Administrative Community:    various | | | |
| Responsible Guider:   Wendy Dawson | | | | | Cost (including GST/HST): $ 35 or $90 | |
| Activity Start | | Date: June 20, 2025 | | Activity End | | Date:  June 22, 2025 |
| Time:   6 pm | | Time:    4 pm |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*   The participants will be in canoes working on certification for ORCKA 1, 2 or 3. There will be tent camping on the grounds of the lock station unless there are public health restrictions indicating that no camping can be done. This will be determined closer to the event date. There will be a quartermaster that will prepare and serve all the meals for those wishing to partake.  Just training: cost is $35 + HST  Full weekend including training, tenting fees, and meals: cost is $90 + HST | | | | | | |
| 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: Burritts Rapids Lockstation | | | | | Contact number:  613-258-4510 | |
| Address: | 673 River Road Kemptville ON K0G 1J0 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site:   Burritts Rapids Lockstation | | | | | | |
| For overnights, type of accommodation: ☐ Meeting hall ☐ Camp Building X 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)*  Youth will pair up in buddies.  Guiders will supervise as appropriate.  There will be 2 instructors while the youth are on the water and a Guider on land.  If the youth are tenting, they will have Guiders present in a separate tent. | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity: X 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: FOX 40 whistle | | |
| Food: | | | | Other:  PFD, if they have one | | |
| Clothing: | | | | Kit list attached: Yes X No ☐ | | |

| **For more info before the activity:** | **Contact information during the activity:** |
| --- | --- |
| Guider’s name: Wendy Dawson | Guider’s name: Wendy Dawson |
| Phone number: 613-864-5580 | Phone number:      613-864-5580 |
| E-mail: wendy.dawson.ggc@gmail.com | E-mail:    wendy.dawson.ggc@gmail.com |