**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: Shipwreck Adventure Day Camp | | | | | Today’s date: June 23, 2025 | |
| Unit Name(s): Sparks & Embers from the Ottawa area | | | | | | |
| Council: | | | District or Administrative Community: | | | |
| Responsible Guider: | | | | | Cost (including GST/HST): $ | |
| Activity Start | | Date: November 8, 2025 | | Activity End | | Date: November 8, 2025 |
| Time: 10:00 AM | | Time: 3:00 PM |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  Come join us for a shipwreck adventure! Explore the mysterious island, learn about the plants and animals it contains, and make yourself a cozy shelter to protect yourself from the weather until you are rescued!  Dress for the weather, as we will be outside for most of the day. Bring a nut-free bag lunch and a full water bottle. We will supply some snacks. | | | | | | |
| 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: Margaret Rywak Community Centre | | | | | Contact number: | |
| Address: | 68 Knoxdale Road, Ottawa, ON K2G 7J4 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: Community building and an open field. | | | | | | |
| 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 8.  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 leaders will attend and participate in activities with their Sparks or Embers. | | | | | | |
| 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: Bag lunch, full water bottle | | | | Other: | | |
| Clothing: Dress for the weather | | | | 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 |