**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: Campfire on Parliament Hill | | | | | Today’s date: August 1, 2025 | |
| Unit Name(s): | | | | | | |
| Council: ON/NU | | | District or Administrative Community: | | | |
| Responsible Guider: | | | | | Cost (including GST/HST): $ | |
| Activity Start | | Date: October 15, 2025 | | Activity End | | Date: October 15, 2025 |
| Time: 6:30pm | | Time: 7:30pm |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  Girl Guide members from all the communities surrounding Ottawa will gather at the Centennial Flame for a campfire. There will be singing, chanting, and dancing. | | | | | | |
| 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: Centennial Flame | | | | | Contact number: | |
| Address: | 111 Wellington Street, Ottawa, ON K1A 0A4 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: The Centennial Flame is a monument on Parliament Hill that commemmorates the 100th anniversary of the Canadian Confederation. It uses biogas and the flame never dies. | | | | | | |
| 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 5.  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)*  Each unit will have to maintain their own supervision ratios. Unit Guiders will keep their group together while on the premises. | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity:  Yes  No | | | | | | |
| Arrangements for transportation: Units to arrange | | | | | | |
| Drop-off time: 6:30pm | | | | Drop-off location: Unit to decide on location outside the grounds | | |
| Pick-up time: 7:30pm | | | | Pick-up location: Unit to decide on location outside the grounds | | |
| **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: $ 0 | | | | Equipment: N/A | | |
| Food: N/A | | | | Other: Units should provide sit-upons or tarps | | |
| Clothing: Dress appropriate for weather conditions | | | | Kit list attached: Yes  No | | |

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