**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: Rock Glen Day | | | | | Today’s date: September 3, 2025 | |
| Unit Name(s): | | | | | | |
| Council: Ontario | | | District or Administrative Community: 3 | | | |
| Responsible Guider: | | | | | Cost (including GST/HST): $ | |
| Activity Start | | Date: October 4, 2025 | | Activity End | | Date: 9:30 |
| Time: October 4, 2-025 | | Time: 3pm |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  Rock Glen staff will run a program regarding fossils. There will be lunch which they girls are asked to bring their own. After lunch, crafts, walk in conservation area. Hosted by 1st Harris Bluewater Trefoil Guild | | | | | | |
| 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: Rock Glen | | | | | Contact number: | |
| Address: | 8680 Rock Glen Rd, Arkona, ON N0M 2N0 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: Rock Glen Conservation Area is a suburban conservation area located in the town of Arkona | | | | | | |
| 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 15 per Guides rules.  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)*  Leaders will be required to attend in order to make ratio and supervise their unit. | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity:  Yes  No | | | | | | |
| Arrangements for transportation: Parents pickup and drop off | | | | | | |
| Drop-off time: | | | | Drop-off location: Rock Glen | | |
| 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: $ 0 | | | | Equipment: | | |
| Food: their own lunch, no nut products | | | | Other: | | |
| Clothing: per the weather | | | | Kit list attached: Yes  No | | |

|  |  |
| --- | --- |
| **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: |