

Guiders – Keep this form and submit as part of the [Safe Guide Retention Package](#).

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.

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: Spark-a-palooza 2026		Today’s date: November 5th, 2025	
Unit Name(s): Various Units			
Council: ONT		District or Administrative Community: Community 28	
Responsible Guider: Mandy Read		Cost (including GST/HST): \$ 25	
Activity Start	Date: February 7th, 2026`	Activity End	Date: February 7th, 2026
	Time: 11:00am		Time: 4:15pm
List of planned activities: <i>(Not enough space? Attach an activity plan to this form)</i> Come and join our spark-a-palooza space adventure! We will have an indoor campfire sing-a-long. Lunch will be provided! Some activities include: Active gym games, Beaded solar system, BINGO, Create your own planet, Space movement, Constellation making, Chalk art.			
A detailed itinerary is attached: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Third Party Service Provider (TPSP) Activity Facilitators List all TPSPs that will be present during the activity and what services they will provide. <i>(Not enough space? Attach another page to this form)</i> <input type="checkbox"/> A TPSP waiver is attached and required to be completed in order to participate.			
LOCATION INFORMATION			
Location or facility name: Bells Corners United Church		Contact number:(613) 820-8103	
Address: 3955 Old Richmond Road		Ottawa	Ontario K2H 5C5
Street Address		City/Town	Prov Postal Code

We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at www.girlguides.ca or contact your provincial office or the national office for a copy.

Brief description of facility/site: Building with various rooms and gym space for activities	
For overnights, type of accommodation: <input checked="" type="checkbox"/> Meeting hall <input type="checkbox"/> Camp Building <input type="checkbox"/> Tent <input type="checkbox"/> Hotel <input type="checkbox"/> Hostel <input type="checkbox"/> Other (please list):	
SUPERVISION	
Minimum supervision ratios will be Supervisors <u>1</u> to girls <u>8</u> . Mandatory minimum supervision ratios can be found in Safe Guide .	
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. <i>(Not enough space? Attach another page to this form)</i> Youth will stay with their units and be supervised by their guiders.	
TRANSPORTATION INFORMATION	
Parent/guardian/caregiver will provide transportation to and from activity: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 <u>owner is responsible for maintaining their vehicle insurance</u> 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 <i>(Not enough space? Attach kit list to this form)</i>	
Spending money: \$	Equipment:
Food:	Other: Water Bottle
Clothing: Indoor Shoes	Kit list attached: Yes <input type="checkbox"/> No <input type="checkbox"/>

For more info before the activity:	Contact information during the activity:
Guider's name: Mandy Read	Guider's name:
Phone number:	Phone number:
E-mail: sparkalooza.ggcottawa@gmail.com	E-mail:

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