**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 disabilities that may require accommodation, disclosing and discussing them with us will help us accommodate her.**

**Parents/Guardians – please retain this sheet for your information!**

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| **WHAT - Activity Information** |
| Activity/event/camp:  | Today’s date:  |
| Unit(s):  |
| Responsible Guider:  | Cost (including GST/HST):  |
| **Activity description**: (Guiders – give a description of the overall activity, event, or camp. Try to “paint a picture” of what it will be like for the girls.)  |
| **Purpose of Activity**: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)  |
| **WHEN** |
| Start date & time: at  | End date & time: at  |
| **WHERE** |
| Location/facility name: Backus-Page House Museum  | Contact number: Penni Stoddart (519) 765-3072  |
| Address: 29424 Lakeview Line P.O. BOx 26, Wallacetown, Ontario N0L 2M0 Canada Street Address City/Town Prov Postal Code |
| Brief description of facility/site: Historic homestead museum with Agricultural Centre and wetlands nature trail as well as forest trails. Programming is based on  the history of early settlers in Ontario, early agriculture, as well as outdoors and nature. Historic 1850's home built by an original immigrant family to the area is the anchor to our site. We also have an agricultural centre with historic farming equipment, large field, forested area, gardens, and wetland nature trail. Access to John E. Pearce Park and historic St. Peters Anglican church and cemetery. |
| For overnights, type of accommodation: | [ ]  Meeting hall [ ]  Camp Building [ ]  Tent [ ]  Hotel [ ]  Hostel [ ]  Other (please list):  |
| **WHO** |
| Number of children/youth expected:  |
| Minimum supervision ratios will be: 1:5 Sparks 1:5 Embers 1:7 Guides 1:7 for Pathfinders 1:15 Ranger :  Supervisors : GirlsMandatory minimum supervision ratios can be found in Safe Guide. |
| Supervision will be provided as follows: (Guiders – please briefly explain how supervision will be managed.)  |

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| HOW – Transportation Information |
| Parent/guardian will provide transportation to and from activity: [ ]  Yes [ ]  No |
| Arrangements for transportation:  |
| Departure time and location:  |
| Return time and 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. |
| Specific activities will include:(Guiders – please list the different activities the girls will be doing) | Girls will require the following:(Guiders – please attach a kit list if more space is required) |
|   | Money: $  |
|   | Equipment:  |
|   | Food:  |
|   | Clothing:  |
|   | Other:  |
|   | Kit list attached: Yes [ ]  No [ ]  |
| A detailed itinerary is attached: Yes [ ]  No [ ]  |
| **If you require more information, please contact:** |
| Guider’s name:  | Guider’s name:  |
| Phone number:  | Phone number:  |
| E-mail:  | E-mail:  |