**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: TRCA Albion Hills Field Centre | | Contact number: Diana Wilson 416-667-6295 x 4 |
| Address: 16500 Peel Regional Rd 50 Caledon, ON L7E 3E7  Street Address City/Town Prov Postal Code | | |
| Brief description of facility/site: The Field Centre is a chalet-style building surrounded by a conservation area. | | |
| 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 : Girls  Mandatory minimum supervision ratios can be found in Safe Guide. | | |
| Supervision will be provided as follows: (Guiders – please briefly explain how supervision will be managed.) | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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: | |