**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: Upper Thames River Conservation Authority | | Contact number: Kim Gilbert (519) 451-2800 |
| Address: 1424 Clarke Road, London, Ontario, N5V 5B9  Street Address City/Town Prov Postal Code | | |
| Brief description of facility/site: Primarily an urban forested area.  Lots of grassy open areas, mixed with hiking trails. This building is only used for day programs.  (using the washroom and maybe having lunch in)  Our programs are primarily done outdoors, and would only be used during the season in which the campground was open and we had access to it. We would be doing seasonal programs with the GG.  Examples are orienteering, pond exploration and forest trail hiking. | | |
| 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.) | | |

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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: | |