**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: YMCA Camp Ki-Wa-Y  | Contact number: Lauren Kteily (519) 699-5100  |
| Address: 3738 Hessen Strasse, St. Clements, Ontario, N0B2M0 Street Address City/Town Prov Postal Code |
| Brief description of facility/site: We are located on 77 acres just outside of the city of Waterloo. We are fortunate to be located on a lake with a private waterfront for boating and swimming. Additionally we have several large fields for large group games as well as a forest with a nice forest trail. Our highlighted activities include: high ropes, low ropes, orienteering, geocaching, nature walk, nature games, shelter building, fire building, group games, campfire. During non Spring/ Fall months: canoeing, kayaking, swimming, rock climbing, archery. During Winter months: snowshoeing, tobogganing |
| 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:  |