



APPLICATION INSTRUCTIONS

We are so excited you've taken the first step in applying for a Nationally Sponsored Trip! Take a look at the instructions below before you begin your application. If you have any questions, check out the [FAQs](#) or contact Nationally Sponsored Trips staff at nationaltravel@girlguides.ca.

TIPS BEFORE YOU GET STARTED

- Make sure to review the Adventure Overview and eligibility requirements for each trip you're interested in applying for.
- Girls can apply for ONE 2018 NST opportunity. Guiders can apply for multiple 2018 NST opportunities so long as they are eligible.
- All questions must be answered.
- You can save your application and come back to it at any time before the deadline, **Wednesday, January 17, 2018 at 5pm EST.**

Logging in to SurveyMonkey Apply

In order to submit an application, you'll need an account with [SurveyMonkey Apply](#).

If you have applied for a Nationally Sponsored Trip, Girl Greatness Award or National Scholarship Program, or been a screener for travel, awards or scholarships in the past, then you already have a FluidReview account and should use the SAME login/account information to log into [SurveyMonkey Apply](#).

To create a new account, visit [SurveyMonkey Apply](#) and click the green 'Register' button in the top right hand corner of the page. From there, you'll be asked to fill in some basic information including your name, email address and password.

PLEASE NOTE: when entering your name, make sure you **use your own name** to create your account so that the account information matches the applicant information.

Once you have an account, you can log into the website at any time by clicking the SurveyMonkey Apply Girl Guides Travel Program link - <https://ggtravel-apply.smapply.io/> - and logging in. The "Log In" button will be in the top right hand corner of the page.

Application Sections

The application includes the following tasks:

1. Personal Information
2. Participant Agreement
3. Permission (girl) and Guarantee of Financial Responsibility (girl & Guider)
4. Short Answer Questions
5. Letter of Recommendation – Within Guiding
6. Letter of Recommendation – Outside of Guiding

You'll need to complete all the tasks in order to submit your application.

1. Personal Information

This task asks for general information such as your name, birthdate, address, email and phone number. You'll also be asked to provide your Membership (iMIS) Number and Unit Name. If you're having trouble finding this information, ask your Unit Guider for support.

2. Signed Participant Agreement

This task lists the expectations and responsibilities of participants that are selected to go on a Nationally Sponsored Trip. For girl applicants, this task also includes information about being an NST Ambassador as well as a list of options to choose from in order to fulfill the role requirement. Visit the [FAQs](#) for more information about being an NST Ambassador.



3. Signed Permission and Guarantee of Financial Responsibility

Both girl and Guider applicants are asked to sign a Guarantee of Financial Responsibility. Girl applicants also require a Signed Permission from a parent or guardian. For girls, Guarantee of Financial Responsibility and Signed Permission are one form.

The Guarantee of Financial Responsibility outlines which travel expenses are covered by Girl Guides of Canada and which costs are incidental and not covered by the national subsidy. By signing the form the Guider applicant or girl applicant's guarantor agrees to be financially responsible for those trip fees not covered by Girl Guides of Canada. Additionally, they agree that the applicant will not fundraise for incidental expenses.

For girl applicants, the Signed Permission and Guarantee of Financial Responsibility form, must be printed, signed by a parent or guardian and the guarantor, scanned and added as an attachment for review. For Guiders, the Guarantee of Financial Responsibility form can be signed using a computer mouse or touchpad.

4. Short Answer Questions

Both the girl and Guider Application include the following:

My Skills – This section asks you to assess your own skills and to provide examples of how you have demonstrated these skills. There are 11 questions worth a total of 22 points.

Guiding Connections – This section asks personal, Guiding-related questions. There are three questions worth a total of 10 points.

Passion & Preparedness – This section asks specific questions about your potential participation in a Nationally Sponsored Trip. There are five questions worth a total of 18 points.

In addition to the above, the Guider Application also includes the following:

Trip Eligibility – This section is designed to help you determine which trip(s) you are eligible for. If eligible for more than one trip you will have the option of selecting multiple trips, however you cannot assign preference to any particular trip and you must only select trips that you are prepared to accept. This section is not worth any points towards your application.

Relevant Experience – This section asks about your current roles in Guiding as well as your experience supervising youth (ages 13-18) overnight in Guiding or non-Guiding settings and any additional international travel experience. This section is worth a total of 20 points.

Certifications – This section asks about the certifications you hold that could be relevant to trips (e.g., first aid). This section is not scored for points but will be referenced during candidate selections.

5&6. Letters of Recommendation

In order to submit your application you will need to provide the names and contact information for two references, one from within Guiding and one from outside of Guiding. Keep the following in mind as you select your references:

- Your references will be asked to explain why they believe you should be chosen to participate in this travel opportunity. They'll be prompted to speak to your character, skills, accomplishments and interest in this trip, and they'll have up to 500 words to provide their letter of recommendation. Be sure to select references who know you well and who will provide you with a positive recommendation.
- Both references need to be the age of majority in your province and cannot be members of your family. Your reference from within Guiding will need to provide their membership (iMIS) number.
- Before you input your potential references' email addresses, make sure to contact them directly to ask them if they are willing to provide you with a recommendation.
- Once your references have agreed to provide you with a recommendation, you'll need to enter each reference's full name and email address in the 'Letter of Recommendation – Within Guiding' and 'Letter of Recommendation – Outside of Guiding' tasks in SurveyMonkey Apply.



- Let your references know that an email will be sent to them directly from SurveyMonkey Apply requesting them to provide a recommendation. In order to complete and submit the reference form, they'll need to create an account or log into their currently existing account.
- Be sure to provide your references with any additional information they may need in order to write you a strong reference. This may include the Adventure Overview(s) for the trip(s) you are applying for.

It is YOUR responsibility to make sure that both references are submitted by the deadline, Wednesday, January 17, 2018 at 5pm EST. Applicants with outstanding references will not have the ability to submit their application.

SurveyMonkey Apply – Important Buttons to Note

Each of the Application Sections requires you to complete a task. Each task will have two buttons at the bottom:

- **Save & Continue Editing** – Click this to save the task and return to it at a later stage.
- **Mark as Complete** – Click this to submit the task. You won't be able to submit the task until all fields are filled in. Once you've submitted a task, the system will mark the task COMPLETE and show as green. You still have the option to edit your answers as you wish.

On the left hand side of the main page of your application, you will see one button:

- **Review and Submit** – You will only be able to click this once you have completed all of the required tasks of the application. By clicking this, you will be able to review your application in full.

In the review stage, you will have two options:

- **Back to Application** – If you want to make any changes while reviewing your application, you must click “Back to application” in the top left corner of the page to return to the application where you can edit your answers.
- **Submit Your Application** – Once you review your application and are happy with it, click this to submit. You will not be able to make any more changes after you submit your application!

HAPPY APPLYING!

Don't forget to check out the [FAQs](#) if you have any questions or contact Nationally Sponsored Trips staff at nationaltravel@girlguides.ca for additional support.