



APPLICATION TOP TIPS

...to help you apply for a Nationally Sponsored Trip!

- 1. Apply, apply, apply!** If there's a trip that interests you, apply! Be the courageous, confident and resourceful person that Guiding has encouraged you to be, and apply! You've got nothing to lose and so much to gain.
- 2. Read the Application Instructions carefully.** They are a great resource with important details – use them.
- 3. Plan ahead.** Give yourself more time than you think you'll need. Some tasks, such as obtaining references, or circumstances out of your control, such as technical difficulties, may set you back a couple days.
- 4. Research the specific trip you're applying for.** Familiarize yourself with the trip, review the eligibility requirements, and make sure the travel dates work for you. Some questions will be trip specific, so read the Adventure Overview, visit the program website, and research the destination to help boost your knowledge of the trip.
- 5. Read the questions carefully.**
 - Take the time to think about what the question is asking. Most questions offer information about what we're looking for in a response. For example, you may be asked to be specific, to provide an example or to elaborate in your response. These prompts are intentional and designed to help guide your responses.
 - Be self-reflective. Think about how your skills, attributes and past experiences have prepared you for the trip. Ask yourself, "What makes me an ideal candidate for this trip?"
 - Be thorough in your responses and make sure to highlight the things you want Application Screeners to know —the things you're proud of, what makes you unique, why you're passionate about this experience and the added value you bring to the group.
 - Each question is also followed by a point value, as explained in the Application Instructions. Point values should help you recognize how important that question is to your application.
- 6. Edit and back-up your answers.** Give yourself a day or two away from the application before reviewing and submitting it. This allows you to take a fresh look at your answers and add or edit anything you may have overlooked when you first wrote your response. Additionally, when filling out an application, it's good practice to save your responses in a separate document. This ensures your answers are safe in case anything were to happen.
- 7. Know what you're agreeing to.** It's important to understand what you are signing. Carefully read the Participant Agreement and the Guarantee of Financial Responsibility with a parent or guardian as you'll need their permission and signature.
- 8. Choose the right references.** Choose a reference who knows you well and will speak positively to your character, skills and accomplishments. For your reference within Guiding, you may want to ask your Unit Guider, Area Guider, Provincial International Advisor, Provincial Commissioner or another adult in Guiding. For your reference outside of Guiding, you could ask a teacher, guidance counselor, coach, employer, volunteer supervisor or another adult who knows you well. Your reference cannot be a family member. We suggest you select and contact your references as soon as you start your application.
- 9. Get support.** Although you must complete your own application, you can certainly ask for support with the process. You can reach out to your Unit Guider, Provincial International Advisor or another adult in Guiding. You can also ask a member of your family, a teacher or a friend for help. Don't forget to check the FAQs if you have any questions, and contact nationaltravel@girlguides.ca for additional support.