**How to Use the Form**

This form has two sections, the instructions (Section I) and the application form (Section II).

Section I: Instructions

The first section explains how to complete the application and reviews the application process.

Section II: Application Form

Complete and submit this section as instructed in Section I.

**SECTION I: INSTRUCTIONS AND APPLICATION PROCESS**

Please read these instructions carefully before filling in the application form. This document provides important information on how to correctly complete the application as well as how your application will be assessed.

**Application forms –**

A complete application consists of:

* A completed youth member application form (Parts A to H fully completed)
* Two completed reference forms (one from a member of Girl Guides Canada and one from outside of Guiding). Both references must have reached the age of majority in Nova Scotia and not be relatives of the applicant.

**Girl member application form**

* Please read all instructions and questions carefully and answer the questions completely.
* The application must be completed and submitted electronically to ns-international@girlguides.ca.
* Completed forms may be emailed in unsigned with the following qualification – “By submitting this application form to Girl Guides of Canada – Nova Scotia, parents/guardians accept and agree to the financial responsibility associated with the event(s), and as such this agreement and application can be accepted electronically without original Parent/Guardian signature.”
* Applicants may complete the form in English or French.
* The application and both references must be submitted by the deadline in order to be considered.
* Youth must complete their own application form. We suggest that they receive assistance from a Guider, International Adviser or Commissioner.

*Part A. Personal Information*

* All sections must be completed for an application to be considered.

*Part B. Participant Agreement*

* Participant agreement must be read and signed, indicating the applicant’s understanding of their responsibilities if they are accepted for a provincially sponsored trip.

*Part C. Permission and Guarantee of Financial Responsibility*

* All applicants must receive permission from their parent/guardian to apply.
* The provincially-sponsored trips will be subsidized – see the event fact sheet for subsidy information.
* Additionally, an applicant may be eligible for travel grants from their Area, District, Unit, etc. There is no guarantee of this funding and each council must be contacted separately.
* Upon acceptance, a Youth Member may fundraise for their trip. Please refer to GGC’s fundraising guidelines. The fundraising guidelines are also available on Member Zone (ask your Guider to help you access these). As per the fundraising policy, all girl members are expected to pay 10% of the trip cost unless there is financial need.
* To apply, a youth member understands that the subsidies and fundraising described above may not cover all of their trip costs. Thus, the girl member must have a parent/guardian sign their application, indicating that they will be responsible for any additional and/or non-covered costs related to the trip.
* Financial responsibility must be signed, indicating the parent’s understanding of their responsibilities if their youth is accepted for a provincially sponsored trip.

*Part D. References*

* Names and contact information for your two references (who will fill out the associated reference forms) must be given. This is very important in the event that a reference form is not received for an application.

*Part E. Self-evaluation*

* Applicants must provide a specific example of how they have demonstrated each quality or skill. Answers may not exceed 75 words for each question.

*Part F. Relevant Experience*

* In order to qualify for a provincially sponsored trip, an applicant must:
* Have spent time away from their family
* Meet all physical requirements outlined on the event fact sheet
* Have tent camping experience if a tenting camp is involved

Answers may not exceed 75 words for each question.

*Part G. Trip Interest*

* An applicant must clearly answer all points in this section. The applicant’s response **must not exceed 600 words for all points in Part G**.

*Part H. Trip Specific Question*

* The trip specific question can be found on the trip fact sheet. Please answer this question fully.

**Youth Member Reference Forms**

* Youth reference’s will submit their own reference letter electronically. Youth must provide their reference’s names and email addresses with their application. References must be submitted separately to the Provincial International Adviser at ns-international@girlguides.ca. Submitted references will remain anonymous.
* The applicant should choose a **non-Guiding** reference who has known them well enough and long enough to be able to evaluate them in the listed areas. Using a person outside of Guiding gives a more rounded picture of you as an applicant. This person will know you in a non-Guiding setting.
* It is the applicant’s responsibility to ensure that their references complete thei submission on time. Trip applications will not be completed until both references have submitted their recommendations. If necessary, the applicant may need to contact their references and remind them of the deadline to ensure their completed applications are submitted on time.
* Applicants may be asked to provide their references with the travel fact sheets and trip relevant information.

**Application process**

* Applicants will complete and submit their applications electronically to ns-international@girlguides.ca.
* Applicants should also ensure that their references know the application deadline and that they submit their references electronically by the deadline. Applications will not be considered complete until all questions are answered, and references are submitted.
* Applications will be assessed according to Parts E, F and G of the application form and the applicant’s two reference forms.
* Applicants will be informed by email if they have been accepted for the event.

Note: In order to provide as many members as possible with the opportunity to participate in provincially sponsored trips, members are eligible to partake in one sponsored trip as follows:

* Once as a girl
* Once as a Guider

**PROVINCIALLY-SPONSORED TRIP APPLICATION FORM**

**YOUTH MEMBER**

|  |
| --- |
| Trip applying for: |
|  |  |  |
|  |

**Part A. Personal Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  |  |  |
|  | Last name  |  | First name |
|  |
| Birth date: |  | Membership (iMIS) # |  |  |
|  year/month/day |
|  |
| Address: |  |  |
|  | No. Street | Apt. No. P.O. Box or R. R. No. |  |
|  |  |  |  |  |  |  |
|  | City | Province /Territory Postal Code |
|  |
| Phone: | Home | ( )  |  | Other | (   ) |  |
|  | Cell | ( )  |  |  |  |
|  |
| Email address: |  |  |
|  |
| Unit |  |  |
|  |  |
| Guiding Area: |  |  |
|  |
| Number of years of GGC membership: |  |  |
|  |

**Part B. Participant Agreement**

I understand that by submitting this application and if selected, GGC-NS will be making a significant financial contribution for my participation in this event. Considering that:

1. I will prepare for this experience as required.
2. I will positively represent GGC to all persons I meet throughout this experience.
3. I understand that I will be expected to share my experiences within GGC, as may be further specified, upon my return.
4. I agree to be an active member of GGC for a minimum of one year following the trip. If I do not do so, I agree that I will reimburse GGC for 50% of the actual subsidy for this event.
5. I understand that this trip may involve physical activities, including but not limited to walking, hiking, and swimming, and agree to do my best to be physically prepared for this trip.
6. I will cover incidentals related to the trip as outlined in the Guarantee of Financial Responsibility.
7. I will participate in briefing session(s) relevant to this trip.
8. I will communicate regularly with other trip participants and Guiders and respond to communications from Guiders and the national office in a timely manner.

|  |
| --- |
|  |
|  |  |
| Applicant’s name |  |
|  |  |  |  |
| Applicant’s signature |  | Date |  |

**Part C. Permission and guarantee of financial responsibility**

|  |  |
| --- | --- |
| Permission is hereby granted for: |  |
|  |
| To attend: (Name of trip) |
|  |  |
|  |  |
|  |
|  |  |  |
| Parent/Guardian’s name | Parent/Guardian’s signature | Date |
|  |
| Address (if different from participant’s) |
|  |  |
|  | No. Street Apt. No. P.O. Box or R. R. No. |
|  |  |  |  |
|  City Province/Territory Postal Code |
| Phone: | ( ) | Email: |  |

Financial responsibility for costs over and above that given by Girl Guides of Canada-Guides du Canada – Nova Scotia will be guaranteed by:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name | Signature | Date |
|  |
| Address (if different from above) |
|  |  |
|  | No. Street Apt. No. P.O. Box or R. R. No. |
|  |  |  |  |

Note: Youth members are encouraged to fundraise for the remainder of their trip costs. Fundraising guidelines are available on Member Zone (ask your Guider to help you access these): <https://memberzone.girlguides.ca/C4/Funddevelopment/Document%20Library/Fundraising%20Guidelines.pdf>

**Part D. References**

Please provide the name and contact information for your two references.

|  |
| --- |
| *Within Guiding:* |
| Name: |  |  |  |  |
|  | Last name |  | First name |  |
| Phone: | ( )  | Email: |  |  |
|  |
| *Outside of Guiding:* |
| Name: |  |  |  |  |
|  | Last name |  | First name |  |
| Phone: | () | Email: |  |  |
|  |  |  |  |  |

**Part E. Self-evaluation**

Please **provide examples** of how you have demonstrated each quality or skill using 75 words or less.

|  |
| --- |
| I adapt effectively to new and/or different situations. |
| I work well as part of a team or group. |
| I am a good problem solver. |
| I am comfortable being away from my family. |
| I am considerate of others. |
| I am respectful of people’s differences. |
| I am reliable. |
| I deal well with changes in plans. |
| I am knowledgeable about Girl Guides of Canada. |
| I am knowledgeable about the World Association of Girl Guides and Girl Scouts (WAGGGS). |

**Part F. Relevant Experience**

1. Have you spent time away from your family? ( )Yes [ ]  No

 If yes:

|  |  |  |
| --- | --- | --- |
| How long did you spend away? |  |  |
|  |
| Where did you go? |  |  |
|  |
| Who did you go with? |  |  |
|  |  |

1. Do you meet all of the physical requirements of the particular trip you are applying for (e.g. ability to hike, swim, etc.)? See the trip fact sheet. ( )Yes [ ]  No

|  |
| --- |
| Please give examples of how you meet the requirements:  |
|  |

1. Do you have relevant camping experience? ( )Yes [ ]  No

 If yes:

|  |
| --- |
| What types of camps have you attended? Were they residential or tenting? Give examples of each if possible. |
|  |
| What is the length of the longest camp you attended? Was it residential or tenting? |
|  |
| What specialized skills and/or new experiences have you gained from camps you attended? If this will be your first camping experience, what specialized skills and/or new experiences do you expect to gain? |
|  |
| Describe one or two of your favourite camps and explain why they were your favourites. |
|  |

**Part G. Trip Interest**

In **600 words or less**, explain:

* Why this trip in particular interests you
* What specific knowledge and skills you would bring to the group which would make you a great participant
* What you expect to learn from this experience
* How you can use the experience to enhance the Guiding program
* What you think will be your biggest challenge while on this trip, and how will you work to overcome this
* ***Please do not submit resumes or copies of certificates, diplomas, pictures, graphics, etc.***

|  |
| --- |
|  |

*We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at* [*www.girlguides.ca*](http://www.girlguides.ca) *or contact your provincial office or the national office for a copy.*