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.**

|  |  |  |
| --- | --- | --- |
| **WHAT - Activity Information** | | |
| Activity/event/camp: Click or tap here to enter text. | | Today’s date: Click or tap to enter a date. |
| Responsible Guider: | | Cost (including GST/HST): |
| **Activity description**: (Guiders – give a brief 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: Doe Lake Camp | | Contact number:  Main Line at Camp: (705) 685-7911 |
| Address: 1330 HWY 518 West, Sprucedale, Ontario, P0A 1Y0  Street Address City/Town Prov Postal Code | | |
| Brief description of facility/site: 641 acre waterfront property. Open from May to October. 4 residential sites and outdoor tending sites, central eating lodge for large groups, and indoor recreation hall. Challenge courses (opeating only when qualified facilitators present) and hiking trails and large recreation areas. From Hwy 11, turn west on Hwy 518W towards Sprucedale approximately 5.5 km. | | |
| 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 (if applicable) | | | |
| Arrangements for transportation: | | | |
| Departure time and location: | | | |
| Return time and location: | | | |
| Mode of transportation: | | | |
| **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:** | |

Parents/Guardians – please retain this sheet for your information!