



Forms Retention

National policy dictates that the following forms must be sent to the provincial office for storage. Units should be submitting these forms in December and June of each year.

- H.3 Medication Plan and Administration Record
- H.4 First Aid Treatment Record
- H.5 Wellness Statement
- H.6 First Aid Examination Checklist for Wilderness Out-trips
- H.7 Medications Consent Form
- IT.3 International Group Trip Authorization Form
- IT.4 International Group Trip - Guider Application
- IT.5 Parent/Guardian Permission for International Travel
- IT.6 Release, Waiver and Assumption of Risk for International Group Travel
- IT.7 Guarantee of Financial Responsibility for International Group Trips
- IT.11 List of Participants (NEW form - replaces the IT.9 and IT.10)
- SG.1 Activity Plan
- SG.2 Parent/Guardian Permission for Non-Regular Unit Activities
- SG.3 Activity Notification or Authorization
- SG.4 Emergency Response Plan
- SG.5 Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement
- SG.6 Adventure Activity Trip Plan
- SG.7 Third Party Service Provider (TPSP) Interview Checklist
- SG.8 Travel Preauthorization
- WA.1 Water Activity Plan
- WA.2 Swim and Boating Test Verification for Individuals
- WA.3 Swim and Boating Test Verification for Groups

We do not require any other forms not listed here. Forms must be sent packaged by the year of the event(s). For example: any and all of the above forms can be put in an envelope marked "2018 Forms".

Incident Report Form (INS.01)

INS.01 (Incident Report Form) Incident reports must be sent directly to the national office and copied to the provincial office. From Safe Guide (page 33):

The adult at or closest to the incident must complete an Incident Report Form (INS.01). The Responsible Guider must ensure that the INS.01 is sent in a sealed envelope, faxed or emailed within five business days to the national office at the address below. Notify your Commissioner (Provincial Commissioner in Ontario) that you have submitted an Incident Report.

Email to: insurance@girlguides.ca OR fax to: 416-487-5570 OR mail to:

Girl Guides of Canada
Attn: Finance and Administration Department
50 Merton Street
Toronto, ON M4S 1A3