



Safe Guide activity approval process

In *Safe Guide* activities are broken down into green activities, yellow activities and red activities. Yellow and red activities require approval. The changes were made to improve the *Safe Guide* approval process and to lessen the workload for Camp Advisers and District Commissioners.

The province has *Safe Guide* assessors who we schedule to review forms.

Process for Authorization of Activity

1. Complete required forms. Please be sure that forms are filled in completely and correctly with iMIS number and names spelled correctly. Any errors/omissions may affect approval times. Make sure you are using the current forms – outdated forms are no longer accepted. Guiders are to obtain the most up to date form from the national website each time they fill in *Safe Guide* forms.
2. Submit by e-mail, fax or mail to the provincial office at least three weeks for red level activities and at least two weeks for yellow level activities prior of the time of the event. If your forms are ready sooner, send them.
3. You will receive a tracking number within 24 hours of submitting your forms, if you have not received one please follow up with Monika.
4. Office staff will complete the checklist, verifying that the Guider has taken *Safe Guide*, screening of non-members, first aid and that all other required information is there.
5. Forms are sent to the scheduled assessor.
6. Assessors follow up with Guiders via the provincial office on any missing information, and to approve the activity/activities.
7. Your tracking # **MUST** appear on all emails corresponding with your forms, failure to add in your tracking number may delay the forms being received or responses to the assessor's questions.
8. When activities are approved or declined, the Responsible Guider will receive an email from the assessor via the provincial office; a copy will also be sent to the Area and District Commissioners.
9. Activity authorization forms will be filed at the office.
10. There is no opting out of the *Safe Guide* process. When planning an activity or event you must abide by the rules and procedures in this document. If you want to do an activity and you discover it is listed as uninsured you may not do it under any circumstances - this includes pretending to "not be a Guide group for the day". As well, if you submit an activity for approval and it has been declined by your assessor you may not proceed with the activity.

Manitoba's various *Safe Guide* Assessment Teams are made up of dedicated volunteers, many of whom are Unit Guiders just like you. If you have any questions about the process, please forward them to Monika.



Please review the following reminders to help make our assessment process more efficient and less time consuming for you.

1. **Please respect the submission deadlines.** A minimum of 14 days in advance of yellow activities and a minimum of 21 days for red activities. Your activity will be refused if you do not submit on time. If your forms are ready early, please feel free to send them earlier.
2. Staff will accept your forms and monitor the progress and do provide great support to members and the Safe Guide Assessment team; however, **staff cannot act as Assessors and must forward your paperwork and questions to a member of the Assessment Team for response.** Staff does not have any influence over decisions made with regard to Safe Guide approvals/authorizations.
3. **Safe Guide Assessors do not have access to iMIS and therefore cannot look up qualifications.** It is a Guider's responsibility to ensure that qualifications, trainings, etc. are entered into iMIS.
4. **Please ensure you are using the correct spelling of Guiders and non-members names**—as you can imagine there are thousands of Guiders listed in iMIS. If a name is spelled incorrectly this may cause a delay in getting your forms to the assessors.
5. **Safe Guide forms must include iMIS numbers.** This helps the staff process your applications more efficiently.
6. **Use only the current forms.** Guiders planning activities should go to Member Zone to ensure they are using the most up to date forms available. Any out of date forms will not be accepted as they do not provide the correct information to assessors.
7. **If you are contacted by your Safe Guide assessor, please follow up with her immediately.** The assessors may contact you for questions and additional information and prompt replies will help complete the assessment of your activity.
8. **Remember, it is the Guider's responsibility to ensure that province has received your forms.** This is particularly true if you faxed or e-mailed them. Verify that the province has received your forms by contacting Monika.
9. **If you have not heard from an assessor within one week of submitting your forms, contact Monika immediately.** Do not wait until the day before an event to confirm that your forms were received.
10. **Any water activity will require that the Water Forms are completed and sent to the Water Assessor.** Have these forms filled out with the rest of your application to ensure efficiency.