**Guiders – Keep this form and submit as part of the** [**Safe Guide Retention Package**](https://mz.girlguides.ca/web/MZ/Guider_Resources/Safe_Guide_SubPages/SGPC_Form.aspx)**.**

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.**

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

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| **WHAT - Activity Information** | | |
| Activity/event/camp: GirlJam 2024 – Day Option | | Today’s date: GUIDER TO FILL OUT |
| Unit(s): GUIDER TO FILL OUT | | |
| Responsible Guider: GUIDER TO FILL OUT | | Cost (including GST/HST): $56.50 |
| **Activity description**: (Guiders – give a description of the overall activity, event, or camp. Try to “paint a picture” of what it will be like for the girls.)  GirlJam is set to be a GIGANTIC Girl Guide event that will bring thousands of girls from all branches across Ontario and Nunavut together for a jam-packed one-of-a-kind day full of amazing activities! | | |
| **Purpose of Activity**: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)  Girls will get to participate in exciting activities alongside girls from across Ontario and Nunavut. Participants will learn new skills, participate in unique program sessions, gain independence and have fun! | | |
| **WHEN** | | |
| Start date & time: 5/25/2024 at 9:00 AM | End date & time: 5/25/2024 at 4:00PM | |
| **WHERE** | | |
| Location/facility name: Exhibition Place | | Contact number: |
| Address: 195 Princes' Blvd. Toronto, ON M6K 3C3  Street Address City/Town Prov Postal Code | | |
| Brief description of facility/site: Various buldings that cover over 200,000 square feet of space to hold program activities, indoor washroom facilities. Catered meals will be served in this building. | | |
| For overnights, type of accommodation: | Meeting hall  Camp Building  Tent  Hotel  Hostel  Other (please list): | |
| **WHO** | | |
| Number of children/youth expected: 5,000 participants | | |
| Minimum supervision ratios will be: Sparks 1:5, Ember1:5, Guides 1:7, Pathfinders 1:7, Rangers 1:15 :  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.)  Unit Guiders will be responsible for smaller groups to travel around to different program stations. | | |

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| HOW – Transportation Information | | | |
| Parent/guardian will provide transportation to and from activity:  Yes  No | | | |
| Arrangements for transportation: TTC arranged by Girl Guides unit leader | | | |
| Departure time and location: GUIDER TO FILL OUT – BASED ON TTC SCHEDULE | | | |
| Return time and location: GUIDER TO FILL OUT – BASED ON TTC SCHEDULE | | | |
| **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) | |
| Sports & Games | | Money: $ Not required | |
| STEM Activites | | Equipment: see kit list on girljam2024 page | |
| Life Skills | | Food: all food is provided – no personal food | |
| All event gathering | | Clothing: see kit list on girljam2024 page | |
|  | | Other: see kit list on girljam2024 page | |
|  | | Kit list attached: Yes  No | |
| A detailed itinerary is attached: Yes  No | | |
| **If you require more information, please contact:** | | |
| Guider’s name: GUIDER TO FILL OUT | Guider’s name: GUIDER TO FILL OUT | |
| Phone number: GUIDER TO FILL OUT | Phone number: GUIDER TO FILL OUT | |
| E-mail: GUIDER TO FILL OUT | E-mail: GUIDER TO FILL OUT | |