



## Booking Form for GPS Handheld Units

Alberta Council owns and makes available to the areas the following GPS units:

- 21 northern-based units are kept at the Provincial office  
(7 units are the 24 Garmin e-Trax 20 type, and, 14 units are 15 Garmin e-Trax Legend)
- 24 southern-based units are kept at the Calgary Area office (all units 24 Garmin e-Trax 20)  
A record of the serial numbers is maintained at the Provincial office.

GPS Booking form can be sent to [ggcinfo@Calgarygirlguides.com](mailto:ggcinfo@Calgarygirlguides.com) for southern areas or [officeclerk@albertagirlguides.com](mailto:officeclerk@albertagirlguides.com) for northern areas.

Request Date: \_\_\_\_\_ Requested date for pick up: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Estimated Date of Return\*: \_\_\_\_\_

\*GPS units are to be returned or mailed to the office within 3 days of the event.

Number of Units Requested: \_\_\_\_\_ Pick up Location: Edmonton \_\_\_\_\_ Calgary \_\_\_\_\_

Name of person booking units: \_\_\_\_\_

Guiding Area and District: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address if needed: \_\_\_\_\_  
(any shipping charges incurred will be billed to the borrower)

List Unit Numbers borrowed: \_\_\_\_\_

**Name and Signature of person picking up units:**

**USERS ARE RESPONSIBLE TO PROVIDE EXTRA BATTERIES FOR YOUR ACTIVITY**

Remaining battery life is NOT guaranteed when borrowed.

To be completed by office staff:

1. Date Returned: \_\_\_\_\_ 2. Verified Unit Numbers Returned: \_\_\_\_\_

3. In Good Condition (note any problems) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Received By: \_\_\_\_\_

Name & Signature