

Activities are organized according to Girl Guides of Canada's Safe Guide. The 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.**

If your daughter/ward has any disabilities that may require accommodation, disclosing and discussing them with us will help us accommodate her.

Unit: _____ Today's Date: _____
 Activity/event _____ Cost (if relevant): _____
 t/camp _____ Include tax (GST or HST) _____
 Responsible _____
 Guider: _____ (See contact info below)

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.)

For overnights, type of accommodation:
 Meeting hall Camp residence Tent Hotel Hostel Other (please list) :

Purpose of Activity: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.)

Activity Date/Time: From _____ to _____ Time: Start time _____ End time _____ # of nights _____

Location: _____ Contact Number: _____
 (facility name) _____ (in case of emergency) _____

 Street Address/PO Box _____ City/Town _____ Postal code _____

Brief description of facility/site:

Number of children/youth expected: _____ The minimum supervision ratios will be: _____

Supervision will be provided as follows: (Guiders – please briefly explain how supervision will be managed.)

Arrangements for transportation (if applicable):
 Time and place of departure: _____ Return: _____
 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: <input type="checkbox"/> Yes <input type="checkbox"/> 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 – please retain this sheet for your information!