

INTERNATIONAL GROUP TRIP – GUIDER APPLICATION

Name of Trip:

Each Guider on the trip and all alternate Guiders must complete this form and attach an up-to-date iMIS profile. A copy must be kept by each individual.

Each Guider must sign her own form. The forms are submitted with the Travel Pre-authorization form (SG.8) and again (with any updates) with the International Group Trip Authorization (IT.3).

Province: _____ Area/Dist/Admin Com.: _____

Name: _____ iMIS #: _____

Name of Trip: _____

Role on trip:

Responsible Guider: OR Accompanying Guider: OR Alternate Guider:

Address: _____

Street/PO Box City/Town Province/Territory Postal Code

Home

Phone: _____ Fax: _____ E-mail: _____

Date of birth: _____

Languages spoken: _____

2. Guiders must have a Standard First Aid certificate or be a health care professional.

a) Do you have a Standard First Aid certificate that will be valid during travel.

Yes No

If your certificate will expire before travel, when will you provide a new certificate? _____

b) Are you a health care professional (see Safe Guide definition) Yes No

If yes, list qualification _____

3. To be eligible for this trip you must have had at least two, two-night supervisory experiences with girls (Guiding or otherwise) in the past five years. List at least two recent and **most relevant** Guiding and/or non-Guiding experience(s) below, in order of length, beginning with the longest. (If you wish to include additional experiences please attach additional sheets.)

If the trip applied for involves camping, you must include your **camping experience** from the last five years.

Destination:

Your role:

Year of trip:	Number of days:	Group Size	
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Destination:				
Your role:				
Year of trip:		Number of days:		Group Size
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Your role:				
Year of trip:		Number of days:		Group Size

3. Do you have any experience travelling internationally (outside of the USA) with Guiding or personally?

Yes No

If yes, please list relevant and recent experience(s) below, beginning with the most recent.

Destination:				
Your role:				
Year of trip:		Number of days:		Group Size
Destination:				
Your role:				
Year of trip:		Number of days:		Group Size

4. Do you have skills and experience (Girl Guide or from other life/work experience) relevant to planning and budgeting or working with girls/youth?

Yes No

If yes, please explain. Include events or activities you've organized, your educational background, work or volunteer experience. For events, please include the type of event, number of participants and your role.

5. Do you meet all of the physical requirements for the trip you are planning? (e.g. ability to hike, swim, etc.) Yes No

Please list the requirements, and give examples of how you meet them:

Guider Role and Responsibilities Agreement:

Guider supervisory roles and responsibilities during international travel

Before trip

I commit to:

1. Obtaining all necessary travel information about documents (passport and visa[s]) for all destinations
2. Ensuring I have current Standard First Aid for the trip (if not a health care professional)
3. Preparing girls and Guiders for travel
4. Personally contributing at least 10% of the cost of my trip as outlined in the GGC Fund Development policy
5. Undertaking preventative preparation and vaccinations for the host country if necessary.
6. Departing and returning with the group on the same itinerary.

If I'm the Responsible Guider I also commit to:

7. Holding regular meetings with parents/guardians to provide them information about the trip as it becomes available
8. Providing written plans including itinerary and budget/financial information to parents/guardians and GGC
9. The management of funds for the trip based on GGC policies and procedures
10. Obtaining parent/guardian consent
11. Submitting GGC forms for authorization based on the timelines in the Safe Guide International Travel Planning Guide
12. Ensuring participants have out of country medical insurance.
13. Purchasing travel insurance when airline tickets are purchased

During Trip

I will:

1. Accompany girls on excursions
2. Supervise accommodations (bed checks, curfew, etc.) based on Safe Guide Accommodations Activity Guide
3. Be aware of and respectful of laws of Canada and countries visited
4. Be aware of Safe Guide procedures and use them as a guide
5. Not allow anyone on the trip to do an activity that is not permitted by GGC
6. Assume the costs of any personal excess baggage

If I am the Responsible Guider I will also:

7. Collect and ensure the group carries on the trip:
 - Permission IT.5
 - Personal Health forms (H.1, H.2, H.3, H.7)

Medical

In the event of a medical emergency, as necessary, I will:

1. Follow the steps for contacting the participant's out of Canada medical insurer
2. Accompany the participant to medical facility
3. Complete a GGC incident report
4. Inform GGC and participant's family
5. Accompany participant home

Disciplinary

In the event that a participant's behaviour is an issue, I will:

1. Give warnings
2. Document disciplinary actions and discussions
3. Consult with the Provincial Commissioner (or her designate) before making a decision to send a participant home
4. Communicate information to parents/guardians in consultation with Provincial Commissioner

Post trip

If I am the Responsible Guider I will ensure a trip report is provided within 30 days of return. This report will include a financial statement that lists all trip income and expenses.

Agreement

I am in good health and understand the physical and emotional demands of the trip; and can participate fully and supervise girls throughout the entire trip. I am not aware of any health, psychological or physical condition which would interfere with the standard of care for the girls in my charge. I agree to provide a Personal Health Form (H.2) to the first aider for the trip.

I have obtained, or have determined that I can obtain, appropriate travel documents (visa, passport, landed immigrant papers, etc.) that will allow me to enter the countries we will travel to and return to Canada.

I am aware that I may encounter regional, religious, social and cultural differences and am prepared to meet them in the true spirit of Guiding.

I agree to:

- Follow Girl Guides of Canada–Guides du Canada procedures as outlined in Safe Guide
- Accept responsibility along with the other Guiders for the organization and supervision of the girls in preparing for and during this trip as outlined above and explained in Safe Guide
- Commit to contributing to a positive experience for everyone

I _____ (Guider) have read this agreement, accept it fully and confirm that all of the above information is true. I understand that my failure to comply with the terms of the agreement is considered grounds for dismissal from the trip. In the event of dismissal, I understand that I am responsible for any cost for accommodation and travel as of the date of dismissal.

Signature of Guider
(This form must be signed by the Guider)

Date

Pre-Approval (with SG.8 or any time a new Guider joins the trip)

The International Assessor signs this form for pre-approval and sends a signed copy back to the Guider.

Name of International Assessor

Phone/Email

Signature of International Assessor

Date

Final approval (six months before departure):

The International Assessor signs this form and sends on to the Provincial International Adviser.

Name of International Assessor

Phone/Email

Signature of International Assessor

Date

Name of Provincial International Adviser

Phone/Email

Signature of Provincial International Adviser

Date