

All forms listed below are filed at the Alberta Council office. Forms can be submitted in June or as needed. Each unit is responsible for forwarding these forms to their iMIS homes or the Alberta Council office. Please store your documents **in an envelope with this completed document on the front**. Indicate on the form what documents and how many are included in the envelope. Staple or clip forms for each event/activity together. **Do not include any documents in the envelope other than those listed below.**

Date of package submission: \_\_\_\_\_

Unit iMIS #: \_\_\_\_\_ Unit Name: \_\_\_\_\_

District: \_\_\_\_\_ Area: \_\_\_\_\_

Guider name: \_\_\_\_\_ Guider iMIS # \_\_\_\_\_

Name of Event/Activity	Date	SG.1	SG.2	SG.3	SG.4	SG.5	SG.6	SG.7	SG.8	H.3	H.4	H.5	H.6	WA.1		IT.3; IT.4; IT.5; IT.6; IT.7; IT.9; IT.10

**SG.1:** Activity Plan **SG.2:** Parent/Guardian Permission for Non-Regular unit Activities **SG.3:** Activity notification **SG.4:** Emergency Response Plan **SG.5:** Release, Waiver & Assumption of Risk **SG.6:** Adventure Activity Trip Plan **SG.7:** Third Party Service Provider Interview Checklist, **SG.8:** Travel Preauthorization **H.3:** Medication Record **H.4:** First Aid Treatment Record **H.5:** Wellness Statement **H.6:** First Aid examination Checklist for wilderness out-trips **H.7:** Medications Consent **WA.1:** Water Activity Plan **IT.3; IT.4; IT.5; IT.6; IT.7; IT.9; IT.10 - International forms**