

## BOOKING FORM FOR GPS HANDHELD UNITS

AB-Council-18

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

- 21 northern-based units kept at the Alberta Council office in Edmonton.  
(7 units are the 24 Garmin e-Trex 20 type, and, 14 units are 15 Garmin e-Trex Legend)
- 24 southern-based units kept at the Calgary Area office (all units 24 Garmin e-Trex 20)  
The Alberta Council office maintains a record of the serial numbers.

Send this form to [heather.monahan@girlguides.ca](mailto:heather.monahan@girlguides.ca) to book the any GPS units

Request Date: \_\_\_\_\_ Requested Pick-up Date: \_\_\_\_\_

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: ☐ Calgary ☐ Edmonton

Name of Person Booking Units: \_\_\_\_\_

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

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

Mailing Address if Needed: \_\_\_\_\_

(any shipping charges incurred will be billed to the borrower)

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

Name of Person Picking-up Units: \_\_\_\_\_

Signature: \_\_\_\_\_ iMIS #: \_\_\_\_\_

### 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: \_\_\_\_\_ Signature: \_\_\_\_\_