

How to Use this Form

This form has two sections.

Section I: Instructions

The first section explains how to complete the application and reviews the application process. It is for reference only and should not be submitted with the application form.

Section II: Application Form

Complete and submit this application as instructed in Section I.

Section I

Please read this section carefully before filling out the international trip application. It provides important information on how to correctly complete the application as well as how your application will be assessed.

A complete application consists of:

- A completed adult member application form (Parts A to G fully completed).
- Two completed reference forms (one from within Guiding and one from outside of Guiding).

Both references must have reached the age of majority in the applicant's province or territory and not be relatives of the applicant.

Adult Member Application

- Please read all forms carefully and answer the questions carefully and completely.
- The application is to be submitted electronically, please complete and sign it online.
 - Applications may also be printed and then signed by the applicant, then scanned into a PDF format and submitted as instructed.
- Applications may be complete the form in English or French.
- Applications must all be submitted via email to any-info@girlguides.ca.

Part A – Applicant Information Sheet

All parts must be completed for an application to be considered.

Part B – Participant Agreement

Participant Agreement must be read and signed, indicating applicant's understanding of their responsibilities if they are accepted for an Alberta Council (Alberta, Northwest Territories and Yukon) sponsored trip.

Part C – Permission and Guarantee of Financial Responsibility

- Incidentals that occur over and above the actual trip costs, such as telephone calls to participants, meal en route, etc. are not covered by Council funding and the applicant must agree to cover these costs.
- Fundraising by adult members is not permitted per GGC's fundraising policy.
- This section must be signed, indicating the applicant's understanding of their responsibilities if they are accepted for an Alberta Council sponsored trip.

Part D – References

Names and contact information for your two references, who will fill out the associated reference forms, must be given. This is very important in the event that a reference form is not received for an application.

Part E – Self-Evaluation

Applicants must provide specific examples of how they demonstrated each quality or skill. Answers **should not exceed 100 words for each question**.

Part F – Relevant Experience

In order to qualify for an Alberta Council sponsored trip, an applicant must:

- Have experience supervising a group of adolescents, including overnight; this experience can be Guiding related or outside of Guiding.
- Meet all physical requirements outlined in the event fact sheet.
- Have current Standard First Aid (current to include the duration of the trip).

Part G – Trip Interest

An applicant must clearly answer all points in this section. Answers **must not exceed 500 words**.

Application Process

- Applications will be assessed according to Parts E, F and G of the application form and the applicant's two reference forms.
- Guiders will be shortlisted and will be interviewed by telephone.
- Applicants will be informed by Alberta Council if they have been accepted for the event.

Note: This is an Alberta Council sponsored opportunity; members selected may participate in these events once as a youth member and once as an Adult Member of Alberta Council.

Members may also participate in Nationally Sponsored trips both domestically and internationally once as a youth member, once as an Adult Member or as set forth by National.

For more information about applying for this Alberta Council sponsored trip, please contact us at any-international@girlguides.ca.

Section II

Part A - Applicant Information Sheet

We protect and respect your privacy. Your personal information is used only for application and selection purposes. For complete details, see our [Privacy Statement](#).

Personal Information

First Name	
Last Name	
Birth Date (DD/MM/YYYY)	
Address	
City	
Province/Territory	
Postal Code	
Telephone Number (XXX-XXX-XXXX)	
Email Address	
Membership (iMIS) #	
Number of Years as a GGC Member	
Unit and Area	

Girl Guides of Canada will make available reasonable accommodation for persons with challenges and disabilities on Provincially Sponsored Trips. According to the Employee Equity Act, “Persons with disabilities are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning disability(s).” Please indicate if you require special accommodations.

- Yes
- No

All applications are reviewed anonymously, prior to the interview stage. The information provided here will be held in accordance with GGC's Privacy Statement and Code of Conduct.

Is there anything else that Alberta Council should be made aware of to support your ability to fully participate in this trip? If your answer is yes, please elaborate.

- Yes
- No

Part B - Participant Agreement

I understand by submitting my application and if selected, GGC will be making a significant financial contribution for my participation in this event. In light of that:

- a) I will prepare for this international experience as required.
- b) I will positively represent Girl Guides of Canada-Guides du Canada to all persons I meet throughout this international experience.
- c) I understand that I will be expected to share my experiences within GGC, as may be further specified, upon my return to Canada.
- d) I agree to be an active member of GGC for a minimum of one year following the trip. If I do not do so, I agree that I will reimburse GGC for 50% of the actual subsidy for this event.
- e) I agree to adhere to the roles and responsibilities expected of the event's Guiders.
- f) I agree to all the items outlined on the General Qualification Guidelines for the trip.

I have read and understand my roles and responsibilities as related to this trip and I accept them as described.

Applicant's Signature

Date

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Part C - Permission and Guarantee of Financial Responsibility

I understand that I am required to cover any incidental costs that occur over and above the trip fees covered by Girl Guides of Canada-Guides du Canada. I guarantee financial responsibility over above that provided by Girl Guides of Canada-Guides du Canada. I understand that I am not permitted to fundraise for these costs.

Applicant's Signature (*Please Print and Sign*) Date

Part D - References

This is where you must indicate who you have asked to be your two references (one **must** be from within Guiding). This is very important in the event a reference form is not received. Please note that it is the applicant's responsibility that the reference is submitted by the recommendation deadline – **Sunday, December 15 at 5 p.m. MST.**

Reference #1 – Guiding Reference

Name	
Email Address	
Phone Number	
iMIS Number	

Reference #2 – Non-Guiding Reference

Name	
Email Address	
Phone Number	

Part E – Self Evaluation

I adapt effectively to different situations.

I work well as part of a team of other adults.

I have good conflict resolution skills.

I am a good problem solver.

I am comfortable being responsible while traveling with a group of adolescents.

I do well with a change of plans.

I am comfortable travelling in a foreign country.

I am respectful and inclusive of others' differences.

I am knowledgeable about Girl Guides of Canada.

I am knowledgeable about the World Association of Girl Guides and Girl Scouts (WAGGGS).

Part F – Relevant Experience

1. Do you have experience supervising a group of adolescents in a Guiding or non-Guiding capacity? Yes No

If yes, please describe your experience.

2. Do you have any experience traveling internationally with Guiding or personally? Yes No

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

Destination	
Your Role	
Dates of Trip	
Group Size	

Destination	
Your Role	
Dates of Trip	
Group Size	

Destination	
Your Role	
Dates of Trip	
Group Size	

3. Do you have experience supervising a group of adolescents overnight? Yes No

If yes, please list recent and relevant Guiding and/or non-Guiding experience(s) below, in order of length, beginning with the longest. Experiences of more than two nights would be of value.

Destination	
Your Role	
Dates of Trip	
Group Size	

Destination	
Your Role	
Dates of Trip	
Group Size	

Destination	
Your Role	
Dates of Trip	
Group Size	

4. Do you meet all of the physical requirements of the particular trip you are applying for (eg. Ability to hike, swim, etc.)? Yes No
Please give examples of how you meet the requirements.

Part G – Trip Interest

Please answer each of the following questions using up to 250 words.

1. Why are you applying for this trip? Please elaborate.
2. What specific knowledge and skills you would bring to the group which would make you a great participant?
3. What do you hope to learn from this experience, and how might you apply this learning in the future?

4. How has Girl Guides of Canada impacted you in your personal life, and what are you most proud of in terms of your accomplishments in Guiding?

5. What do you think your biggest challenge will be while on this trip, and how will you work to overcome this?

6. How would you describe the role of the Guiders on the Alberta Council sponsored trip, and what makes you the ideal candidate?