**REFERENCE GUIDELINES**

**Adult**

***Thank you for agreeing to provide a reference for this provincially-sponsored travel opportunity. Your contribution plays a large part in the selection committee’s ability to evaluate each application.***

**How to Use the Form**

This form has two sections, the instructions (Section I) and the reference form (Section II).

Section I: Instructions

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

Section II: Reference Form

This is the reference form. Complete and submit this section as instructed in Section I.

*Note that ONLY Guiding members are asked to complete Section B of the Reference Form.*

Complete the reference form in any of the following way:

* Fill it in electronically and email to ns-international@girlguides.ca.there is a limited amount of character space available for each question.

**CONFIDENTIALITY:** References are intended to be confidential and must not be seen by the applicant herself or members of her family. They should be sent directly to the Provincial International Advisor at the address provided.

The screening and selections committees will be looking for the adult(s) best suited for this event. Below are some of the basic qualifications for adult travellers to help you in writing your reference. The applicant should also provide you with a short description of this event so that you can relate specific examples to the program being offered.

**Qualifications**
The applicant must:

* Be in good health and meet the physical requirements for the event.
* Have skills that will increase their contribution to the event.
* Have an understanding of their community, province and country.
* Have an understanding of the Vision, Mission, and Principles of the World Association of Girl Guides and Girl Scouts (WAGGGS) and Girl Guides of Canada-Guides du Canada (GGC).
* Be adaptable and prepared to adjust to new situations and cultures.
* Be able to keep a positive attitude at all times, so that they are adequately able to deal with unusual or inconvenient circumstances such as delayed or cancelled flights, lost tickets or passports, etc.
* If a camping trip/event have a love of camping and outdoor living, possess required camping skills, and have demonstrated an ability to teach and supervise at camp.
* Have a sincere interest in making this trip experience an opportunity for personal growth for the youth involved and have demonstrated their capability to establish a rapport with youth of the age group for the event concerned.

**Suggestions for completion of Sections A and B**

* Please DO NOT use the adult’s name on this page of the application.
* In the space provided, please give your honest, detailed comments and **specific examples** about the applicant in the areas required. The more specific examples you can provide, the better the picture of her that the application screeners and selections committee can develop. This results in a better score for the applicant.

**REFERENCE FORM**

**Guider**

The applicant is to give a copy of this form, the event/trip fact sheet, and Reference Guidelines to each of her two references (whom have reached the age of majority in the province of the applicant, and neither of whom are relatives):

1. *A Member of Guiding (preferably a Commissioner/ACL but if this is not possible, another Member who knows the applicant)*
2. *A non-Guiding reference*

|  |
| --- |
| Reference forms should be sent directly to: |
|  |  |

|  |  |
| --- | --- |
| Name of applicant: |  |

|  |  |
| --- | --- |
| Event(s) applying for: |  |
|  |  |
|  |  |

Reference information:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  |  |  |  |
|  | Last name  |  | First name |
|  |
| Signature: |  | Date: |  |  |
|  year/month/date |
| Email address: |  |  |
|  |
| Relationship to applicant: |  |  |
|  |
| Length of time you have known applicant: |  |  |
|  |  |  |

**PLEASE NOTE: THE APPLICANT’S NAME SHOULD NOT APPEAR IN THE FOLLOWING SECTIONS**

Section A

Do you fully believe the applicant is a suitable candidate for this event? Yes [ ] No

|  |
| --- |
| Please describe why you think this candidate would or would not be suitable for the event(s) she is applying for. Please give examples. |
| * What are their leadership qualities and how do they demonstrate these?
 |
| * How well do they work with youth?
 |
| * How well do they work with other adults?
 |
| * How do they show they are adaptable?
 |
| * How do they show they are open to new situations?
 |
| * How do they demonstrate that they are eager to learn?
 |
| * How do they demonstrate their problem-solving skills?
 |
| * How do they show their commitment to and knowledge of Guiding?
 |
| This question is for the Guiding reference:* How do they demonstrate their knowledge of Girl Guides of Canada and of the World Association of Girl Guides and Girl Scouts (WAGGGS)?
 |

**For Guiding reference only**:

Section B

Please comment on the applicant’s camping skills (e.g. taking care of themself and youth in a camping environment, coping with inclement weather, cooking skills, type of camping experience, etc.)

|  |
| --- |
|       |

*We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details, see our Privacy Statement at* [*www.girlguides.ca*](http://www.girlguides.ca) *or contact your provincial office or the national office for a copy.*