**Guiders – Keep this form and submit as part of the** [**Safe Guide Retention Package**](https://mz.girlguides.ca/web/MZ/Guider_Resources/Safe_Guide_SubPages/SGPC_Form.aspx)**.**

Activities are organized according to Girl Guides of Canada’s Safe Guide. Safe Guide sets procedures for activity management including supervision, training, equipment, and health matters. A copy of Safe Guide is available from [www.GirlGuides.ca](http://www.girlguides.ca/).

**If your daughter/ward has any needs or disabilities that may require accommodation, disclosing and discussing them with us will help us accommodate her.**

**Parents/Guardians – please keep this sheet for your information!**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ACTIVITY INFORMATION | | | | | | |
| Name of activity: | | | | | Today’s date: | |
| Unit Name(s): | | | | | | |
| Council: | | | District or Administrative Community: | | | |
| Responsible Guider: | | | | | Cost (including GST/HST): $ | |
| Activity Start | | Date: | | Activity End | | Date: |
| Time: | | Time: |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)* | | | | | | |
| A detailed itinerary is attached: Yes  No | | | | | | |
| **Third Party Service Provider (TPSP) Activity Facilitators**  List all TPSPs that will be present during the activity and what services they will provide. *(Not enough space? Attach another page to this form)* | | | | | | |
| A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name: Camp Kawartha Outdoor Education Centre | | | | | Contact number: Jacob Rodenburg (705) 652-3860 | |
| Address: | 1010 Birchview, Douro Dummer, Ontario, K0L2H0 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: We have a beautiful site with 7 acres of property on Clear Lake as well as 1985 acres, with 6.3 km of trails meandering through forest, fields and wetlands. We have a fully winterized facility consisting of a dining hall, sleeping cabins, classrooms and interpretative spaces on forested lands. The site is readily accessible by car with parking available. Our main site has a climbing wall, high ropes, waterfront with canoes. Our range area with 185 acres has 6.3 km of trails and is located on Alvar - a limestone plain with meadows, wetlands with board walks and a mature forest. The trails have QR codes that lead visitors to a interpretive trail guide | | | | | | |
| For overnights, type of accommodation:  Meeting hall  Camp Building  Tent  Hotel  Hostel  Other (please list): | | | | | | |
| Supervision | | | | | | |
| Minimum supervision ratios will be Supervisors       to girls      .  Mandatory minimum supervision ratios can be found in [Safe Guide](https://mbr.girlguides.ca/Documents/MZ/SafeGuide/SafeGuide.pdf). | | | | | | |
| How will girl be supervised during the activity? For overnight include information about where girls and Guiders be sleeping and how girls will be supervised overnight. *(Not enough space? Attach another page to this form)* | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity:  Yes  No | | | | | | |
| Arrangements for transportation: | | | | | | |
| Drop-off time: | | | | Drop-off location: | | |
| Pick-up time: | | | | Pick-up location: | | |
| **Drivers must ensure that owner of a vehicle has appropriate insurance.** Because of the way vehicle insurance is organized in Canada, coverage is only available through the vehicle owner. The owner is responsible for maintaining their vehicle insurance and for any injury to anyone or physical damage to their vehicle, another vehicle, resulting from its use for a GGC sanctioned activity. | | | | | | |
| What to bring *(Not enough space? Attach kit list to this form)* | | | | | | |
| Spending money: $ | | | | Equipment: | | |
| Food: | | | | Other: | | |
| Clothing: | | | | Kit list attached: Yes  No | | |

|  |  |
| --- | --- |
| **For more info before the activity:** | **Contact information during the activity:** |
| Guider’s name: | Guider’s name: |
| Phone number: | Phone number: |
| E-mail: | E-mail: |