**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!**

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| --- | --- | --- | --- | --- | --- | --- |
| 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: Sault Ste. Marie Region Conservation Authority | | | | | Contact number: Rhonda Bateman (705) 946-8530 | |
| Address: | 1100 Fifth Line E, Sault Ste Marie ON P6A6J8 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: Sault Ste. Marie Region Conservation Authority maintains the "Sugar Shack" or "Classroom" portion of our facility for events. The building is also the main office for the conservation authority. The conservation authority has 5 conservation areas (Hiawatha Highlands, Fort Creek, Marks Bay, Shore Ridges and Gros Cap) that are available for day use. Each one has challenges and unique features. Within the Hiawatha Highlands are two areas for overnight camping. The first is the 'Sugar Shack' that is part of the administration building. It provides the indoor sleeping area, kitchen area and washrooms. The kitchen area is not a licensed kitchen and therefore any event serving food on the premises would have to apply for a temporary food permit from Algoma Public Health. The other area is Thayer Acre which is an agreement with Scouts Canada and SSMRCA. This area has been used in the past by Guides with arrangements between Scouts and SSMRCA. The area is remote, no toilet facilities, no running water and no permeant shelter. SSMRCA does not have staff on site after hours or weekends. Any booking for events at the 'Sugar Shack' in the winter months will require scheduling of staff to be on call for snow/storm events to ensure the safety of the attendees. The other conservation areas are not maintained during the winter months with the exception of the parking areas at Hiawatha Highlands Conservation Area and the office/Sugar Shack area at 1100 Fifth Line East This facility is booked on a first come basis. | | | | | | |
| 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 | | |

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| --- | --- |
| **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: |