**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: Scouts Camp Woodland Trails | Contact number: Avery Stoop (905) 888-1786 |
| Address:  | 14919 Kennedy Road, Stouffville, ON L4A7X5  |
|  | Street Address City/Town Prov Postal Code |
| Brief description of facility/site: Woodland Trails offers 4 Tent Sites, Hemlock Campsite, Red Pine Camp Site, White Pine Campsite; Hemlock Camp Site.All Tent Sites have a capacity of 25 Participants.At woodland Trails they also have 4 lodges, a Train (Cabooses) and a conference Centre to choose from. All indoor Accommodations include potable water and washroom facilities, and a kitchen set up.Woodland trails has a wide range of program materials that can be borrowed from the Program library. we also have a start of the art Sports Court. Beach Volleyball, and a soccer field all located at the Olympic Size Pool. At the front of the camp is where the Obstacle Course is. New this year they also have a newly installed Archery Range, Axe throwing Range and Climbing Wall. |
| 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:       |