

Girl  Guides



Exhibition Place

**Toronto, ON**

May 24 - 25, 2024

Girl  Guides

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## Welcome to GirlJam 2024!

Welcome to the largest event Ontario Council has hosted in many years! This event is welcoming almost 5,000 Guiding friends from across Ontario Council to gather and celebrate being together.

Trying new activities and JAMming with new Guiding friends is our goal for this weekend. All of our Hubs have made it their mission to make sure that there is something for everyone. Check out the programming spread across three different spaces. Need some down time? Check out the entertainment on the stages! From magicians to ukeleles, you will be JAMming.

Thank you for joining us! If you see a JAMazing volunteer (they're in pink) make sure to thank them! Our GirlJam staff and Hub teams put in long days (and nights!) to make this a truly memorable event. Their dedication is making all of this a reality. Let's see your photos! **#JamON**

Have a JAMazing time,



Cherylyn Sawatzky  
GirlJam Chair  
Provincial Commissioner



## Kit List

- Do Not Bring:** A mattress with an electric plump or large sleeping mat, cots, or tarps. See page 4 for sizing details.
- Please:** Label youth's items with their name and unit.
- Overnight Pack:** Each person will need to carry their packs for 800 meters. Units will have designated SleepSpot, and will be required to fit within their zone. SleepSpots are sized and placed based on the number of people attending and can not be adjusted due to the "tetris-ing" required to fit us all.
- Day Packs:** Day packs will need to be carried all day.

## Overnight Participants

### In a larger overnight bag for Friday night

- Sleeping mat (cannot exceed 72" x 24")
- Small pillow
- Sleeping bag
- PJs
- Small stuffed animal (optional)
- Toothbrush
- Toothpaste
- Flashlight
- Hairbrush and hair ties
- Pull-ups or period supplies, if required
- 1shirt
- 1pair of bottoms
- 1pair of socks
- 1set of underwear/bra/undershirt
- Closed-toe running shoes
- Wash cloth, soap and a ziplock baggie for the wet stuff
- Earplugs / eye mask

### In a small backpack/day pack for Saturday

- Sunscreen and insect repellent
- Hat
- Labeled reusable water bottle (not glass)
- Sweater
- Pen/pencil
- OPTIONAL: SWAPs/traders
- Hand sanitizer
- Coat (rain jacket or warm coat, weather dependent)
- OPTIONAL: Period products or food item for service project

## Day Participants

### In Small backpack/Day bag for Saturday

- Sunscreen and insect repellent
- WEAR: Shirt, bottoms, closed-toe running shoes
- Hat
- Jacket for weather (warm jacket or rain jacket)
- Labelled reusable water bottle (not glass)
- Sweater
- Pen/pencil
- OPTIONAL: SWAPs/traders
- Pull-ups or period supplies, if required
- Hair ties
- Hand sanitizer
- OPTIONAL: Period products or food item for service project

## Unit Guider

- Small first aid kit
- Pen/pencil
- Extra battery for phones
- Snacks for transportation, if required.
- Activities for transportation, if required.
- Wet wipes
- Tissues
- Any unit medication and H3 forms, as required
- SG.2s for all participants
- Plastic bag for trash
- Updated Health Forms with coloured pictures of participants (all Health Forms should be reviewed by guardians before coming to GirlJam) A copy will need to be carried by the participant in their lanyard**
- Spare water bottle
- Extra pull-ups or period supplies if required
- Extra hair ties
- Extra luggage tags
- OPTIONAL: Printed unit items

## Dress Code for the event

All adults and youth are asked to dress for the weather. Activities will continue both inside and outside in both sun and rain! Please be sure that everyone is wearing appropriate footwear as there will be a lot of walking and standing. We have active sessions that may require close toed/lace up type shoes, and of course we strongly recommend a hat and sunscreen. Guiding gear is not required, but we invite you to show your spirit by wearing something Guiding, GirlJam or blue.

## Arrivals

### Friday:

- Contact Guider proceeds to Registration in **Enercare Centre** or **Better Living Centre**, this information will be available when you arrive.
- Proceed to designated sleeping area. There will be crew to help direct.
- Buses will NOT be available/accessible overnight or during the event. Everything must be unloaded.

### Saturday:

- Contact Guider proceeds to Registration in **Better Living Centre**
- Enjoy your day!
- Buses will NOT be available/accessible during the event. Everything must be unloaded.

## Departures

### Bus Departures:

- Units gather all gear, equipment and unit members
- Units meet at parking lot 855 (near the Bandshell) by 4:30 pm. Buses have staggered departure times, depending on the distance from the furthest return location
- Unit Guiders ensure all gear is labelled and loaded
- Load buses and prepare to depart
- Bus Captain to complete head count to confirm all participants are present

### GO/TTC Departures:

- Units gather all gear, equipment and unit members
- Units can proceed at their leisure to the GO or TTC departure points

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## How to get To GirlJam

There is no onsite parking for units.

**For units taking the TTC (bus):** Travel in on bus route 929, exit at the Dufferin Gate Loop. Walk under the expressway. Turn right onto Manitoba Dr. To the right of the Food building is a path, follow that to Quebec St. Continue straight to Ontario Dr. Turn right onto Prince's Blvd.

**For units taking the TTC (streetcar):** Travel in on route 509 West, exiting at Exhibition Loop. Turn right onto Manitoba Dr. To the right of the Food building is a path, follow that to Quebec St. Continue straight to Ontario Dr. Turn right onto Prince's Blvd.

**For units taking the GO Train:** Exit the GO Station at the Exhibition stop. Walk under the Expressway. Turn right onto Manitoba Dr. To the right of the Food building is a path, follow that to Quebec St. Continue straight to Ontario Dr. Turn right onto Princes' Blvd.

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## Registration

### Friday night

Registration is available in the building where each unit is sleeping. This information will be available when you arrive. Sleepover participants will receive their Friday night snack at Registration, their Saturday a.m. snack with breakfast, and their Saturday PM snack is included with their lunch.

### Saturday morning

Registration will be at the **Better Living Centre**, at the entrance off Princes' Blvd. Registration will open at 8:00 a.m. and will stay open as an Info Desk for the duration of Girl Jam. Saturday day-only participants will receive their AM snack at registration and PM snack will be included in their lunch.

### Registration Package

The registration package includes: participant passports, crests, lanyards for all participants, name tags for Guiders to fill out, a Sharpie, a paper copy of the Guider Handbook (this document), food assignments, unit prize form for the Scavenger Hunt, and food tickets.

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## Lanyards & Photos

Included in all registration packages are the appropriate number of lanyards for each registered unit. All individuals should add their name to the tag and wear their lanyard around their neck for the whole event. Inside of the pouch should be a copy of the H1 (youth) or H2 (adult) provided by the Unit Guider. There are different colours that mean different things:

**Blue** – participant or volunteer. Has an IR.1 on file, and photos can be taken.

**Black** – approved guest

**Red** – participant or volunteer. DOES NOT have an IR.1 on file, and photos cannot be taken. Please do not share photos of people with red lanyards.

We do want to see a lot of photos from your time at GirlJam, and encourage you to tag Ontario Council (@GirlGuidesONNV) and use the hashtag **#JamON**

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## Meals

### Saturday Breakfast:

**Breakfast is available for sleepover participants only.**

The Unit Guider will pick up their Unit's breakfast tote bag inside the **Queen Elizabeth Hall** between 7:00 a.m. – 8:30 a.m. Saturday morning snack will also be included in the breakfast pick-up.

### Saturday Lunch:

Each Unit will be assigned a lunch pickup location at one of 5 food stations on Saturday. These are located in **Queen Elizabeth Hall, Better Living Centre, and Centennial Square**. Food tickets will be provided in the registration package. One Guider will pick up on behalf of the entire unit. Lunches will be bagged and placed in convenient paper tote bags. All provided dietary needs shared during registration have been addressed and will be included in your tote bag. Each lunch will be individually bagged and can be given to youth to carry in their own day pack.

Lunch will be available for pickup at your designated food station from 10:30 a.m. – 1:30 p.m. All snacks and meals will be hand-held. You will not need to bring a kit bag, dishes or cutlery.

### Eating Spots:

Units are welcome to find a picnic spot for their lunch and are welcome to eat it at whatever time is convenient for the unit. There will be space available outside as well as limited/accessible seating inside the **Better Living Centre** and **Queen Elizabeth Hall**. We encourage everyone to bring hand sanitizer, and Guiders are welcome to bring a picnic blanket or tablecloth that can be used outside for a picnic.

### Water:

EVERYONE (youth and adults) will need a water bottle with their name on it. Water refill stations will be inside and outside! Water is the drink choice of GirlJam 2024. There will not be other beverage options onsite.

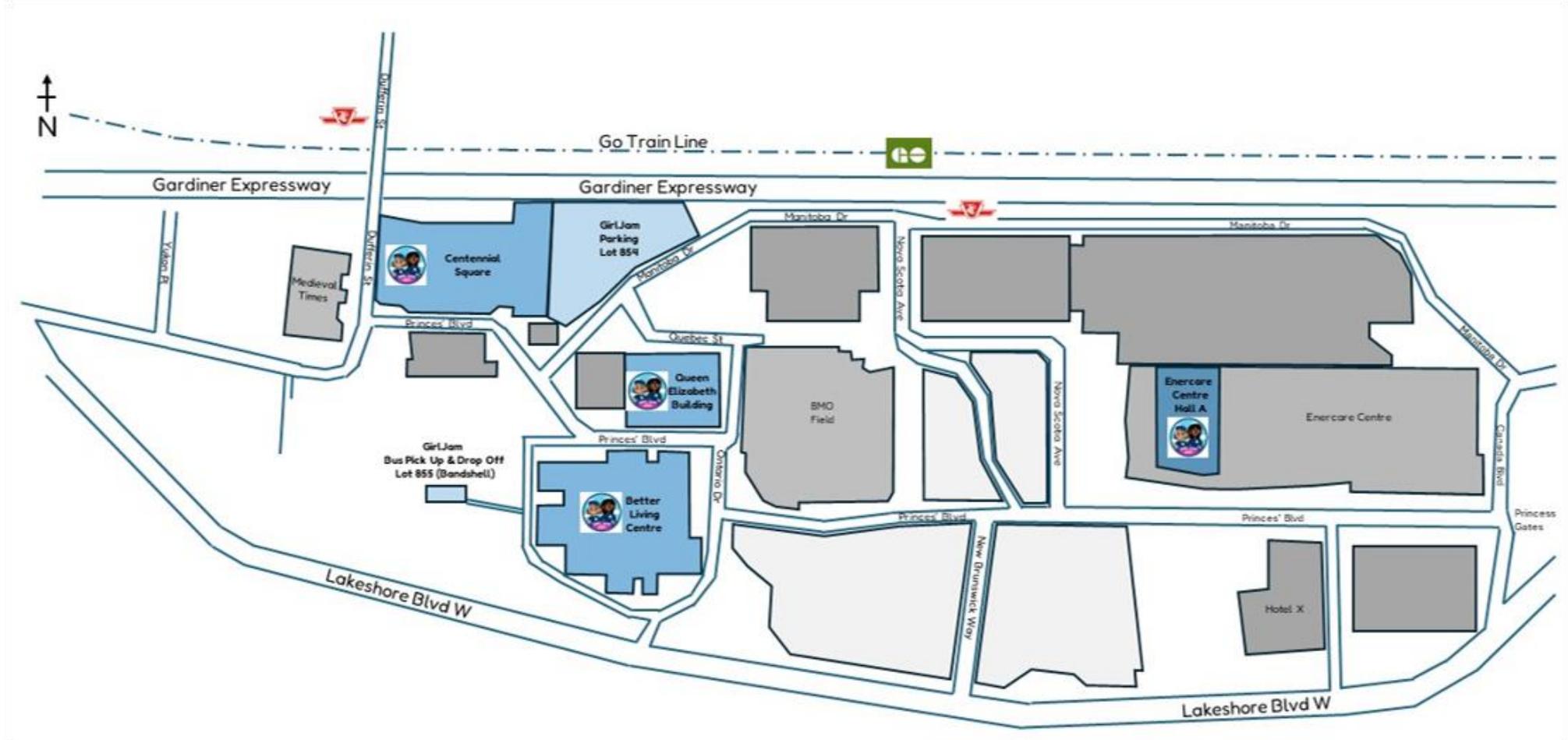
### Menu:

All food choices are healthy and filling. Food allergies and choices that were outlined in the registration process are being met. The menu for the majority includes a popcorn, pepperette & cheese string for Friday night snack; an English muffin with egg and cheese, fruit, yogurt tube & a juice box for breakfast; granola bar for Saturday morning snack; a turkey wrap, vegetables and dessert for lunch; and a bear paw for Saturday afternoon snack. Changes to the menu have been made based on individual requirements.

There is coffee/tea available for Unit Guiders **only** during breakfast service. There will be no food or drink items available for purchase at GirlJam 2024.

Guiders may wish to bring some reuseable snack bags for lunch leftovers! Youth can have these later in the day as part of their next snack.

# Map



## Friday Sleepover

Your unit will be welcomed into their SleepZone by a DreamTeam of volunteer Guiders, identified by their pink shirts and yellow bandanas. They will help you locate your designated SleepSpot and make sure that your unit knows where to find the washrooms, changing rooms and water refill centers. Every unit has been assigned a specific SleepSpot, with an identifying locator number. This is for emergency purposes and units MUST NOT switch spots or numbers. SleepSpots allow everyone to have a single-sized sleep mat; you will be in tight quarters. Wagons are not allowed in the SleepZones, but can be left in the designated “wagon parking lots”.

There are no truly dark or silent sleep areas at GirlJam, we are sleeping in a huge arena-like space. You may wish to bring ear plugs or an eye mask. The DreamTeam will be available to answer general questions and to help you with locating your gear StorageSpot on Saturday morning. Remember to bring a day bag as you will not have access to your gear until departure time.

There will be an evening snack, but please make sure your youth have had a satisfying meal before the event. No outside food is allowed on site. Ensure that every youth has their refillable water bottle if they want a drink in the evening.

SleepZones will be assigned based on the age of our campers, as much as possible. The campers in **Better Living Centre** will have a bedtime of 9:30 p.m. and those in **Enercare Centre** will be headed to bed at 10:30 p.m. Rise and Shine will be initiated by your DreamTeam at 6:45 a.m. Units must be packed up, with all gear stored by 8:00 a.m.

## Housekeeping

Live from the **Crystal Palace Stage** in **Queen Elizabeth Hall**, one Guider from each unit is asked to join one of the “Housekeeping” Sessions. Our JAM-tastic volunteers will provide you with a brief overview of emergency procedures, event updates and information on morning pack up procedures.

## Saturday Schedule

8:00 a.m.	Registration opens at the <b>Better Living Centre</b>
9:00 a.m.	Welcome Celebration ( <b>Crystal Palace Stage</b> )
10:30 a.m. – 1:30 p.m.	Lunch pick up at the unit's designated food station
9:00 a.m. – 3:50 p.m.	Activity Stations are open for your JAM-azing day! There are activities available in <b>Better Living Centre, Queen Elizabeth Hall</b> , and outside at <b>Centennial Square</b> .
3:00 p.m.	Farewell Celebration ( <b>Crystal Palace Stage</b> )
4:00 p.m.	Event closes
4:30 p.m. – 6:00 p.m.	Departures

## Sleepover Schedule

Friday	
6:00 p.m.	Registration ( <b>Better Living Centre</b> or <b>Enercare Centre</b> )
7:00 p.m. – 8:00 p.m.	Line Dancing with Vanessa and the JAM-bassadors ( <b>Crystal Palace Stage</b> )
8:15 p.m.	Welcome/Housekeeping (Round 1)
8:30 p.m. – 9:30 p.m.	Story Campfire with the Camp Crew and the JAM-bassadors ( <b>Crystal Palace Stage</b> )
9:30 p.m.	Housekeeping (Round 2)
9:30 p.m.	SleepZones in <b>Better Living Centre</b> get ready for bed
9:30 p.m. – 10:30 p.m.	Belly Dancing with Samara and the JAM-bassadors ( <b>Crystal Palace Stage</b> )
10:30 p.m.	SleepZones in <b>Better Living Centre</b> lights out
10:30 pm	Housekeeping (Round 3) SleepZones in <b>Enercare Centre</b> bedtime prep
11:30 pm	SleepZones in <b>Enercare Centre</b> lights out
Saturday	
6:45 a.m.	Rise & Shine. Units will be directed to where their gear will be stored for the day. There will be no access to your gear throughout the day. Please ensure you take everything for the day with you.
7:00 a.m. – 8:30 a.m..	Breakfast pick up in <b>Queen Elizabeth Hall</b>
9:00 am	Welcome Celebration ( <b>Crystal Palace Stage</b> )
10:30 a.m. – 1:30 p.m.	Lunch pick up at the unit's designated food station
9:00 a.m. – 3:50 p.m.	Activity Stations are open for your JAM-azing day! There are activities available in <b>Better Living Centre, Queen Elizabeth Hall</b> , and outside at <b>Centennial Square</b> .
3:00 p.m.	Farewell Celebration ( <b>Crystal Palace Stage</b> )
3:30 p.m.	Storage Spaces open for units to collect gear
4:00 p.m.	Event closes
4:30 p.m. – 6:00 p.m.	Departures

### Saturday storage

Sleepover Units will be directed by their DreamTeam on where and how to store their overnight gear. There will be NO access to these items during the day, until 3:30 p.m.

## Special Events at GirlJam on Saturday

There will be three stages offering various performances throughout the event schedule. The **Crystal Palace Stage**, inside the **Queen Elizabeth Hall**, will host all Friday night events. The audience will be able to “bottom sit” on the cement floor of the building. Raised sit-upons will not be allowed in the primary seating space. Accommodated seating for walkers, chairs or raised sit-upons will be in a designated area. Guiders must be able to supervise their youth during all Special Events.

Time	Crystal Palace Stage (Queen Elizabeth Hall)	St. Catharines Stage (Better Living Centre)	Brownsea Island Stage (Better Living Centre) (“quiet” stage)
9:00 a.m.	Welcome Celebration		
10:00 a.m.	Hawaiian Dance Group	Bella’s Circus Act	3 Chunky Monkeys – a family music performance
11:00 a.m.	T&J music performance	Tex’s Country Circus	Magic Edward
12:00 p.m.	T&J music performance	Funny Waiter comedy show	UkuLadies: Guiding sing-along event
1:00 p.m.		Bex’s Circus Act	Rumple and Friends: comedy and magic
2:00 p.m.	Raquel’s Riot – pop culture /kid friendly / cover band	Samara – Belly Dancing demo / group lesson	Scott Dietrich’s magic performance
3:00 p.m.	Farewell Celebration		

## Meet and Greet / Champion Chat on Saturday

Who doesn’t love to collect a new badge or maybe an autograph from someone special? Plan to stop in at the Meet and Greet station inside the **Better Living Centre** or the Champion Chat station at **Centennial Square**. Both will feature various guests handing out special crests, signing autographs and posing for photos. A schedule of guests will be posted throughout the day at each station. Check it out early, so you can plan your visit.

## Service Project

Thank you for bringing donations for the Daily Bread Food Bank and The Period Purse Toronto! Donations can be dropped off at their booth locations near Crystal Palace Stage in **Queen Elizabeth Hall** on either **Friday or Saturday**.

## Scavenger Hunt

The Youth Forum team members have created a Scavenger Hunt for your unit! When you arrive at GirlJam, each unit will receive detailed instructions and an activity sheet to complete. If you hand it in by 2 p.m. near the **Crystal Palace Stage**, you’ll be entered to win one of our unit prize packs!! Winners to be announced at the Farewell Celebration; prizes to be picked up by 4pm.

## Games-on-the-Go

There is a Games-On-The-Go document available on the GirlJam website. It’s full of activities that can be used while waiting for transportation, on transportation, during down time, or while waiting at the event. Check it out on the GirlJam webpage: [www.tinyurl.com/girljam2024](http://www.tinyurl.com/girljam2024)

## General Information

- All incidents will be reported on an incident report at the site and be kept with the event paperwork.
- There is a full contingency plan in place should there be rain (as part of the program is outside). Kit lists provided do include outdoor appropriate wear.
- There is a professional cleaning company on-site for the duration of the event.
- Security guards will be on-site during the full event. Females will be covering the overnight portion of the event. Security will be walking around the event for the duration.
- The buddy system for all units will be in place for the duration of the event.
- **Name tags should only have the participants first name, last initial, unit number and location and any other important medical information.**
- Ensure youth know who their Guider is (their real name) along with the unit number and location (i.e., 1st Toronto Sparks)
- Saturday morning all items will be packed up (there will be no access to them during the event) and there will be security around the stored items. Items will be stored based on the transportation timing with signage.

## Health

- There is a designated “quiet area” (near the First Aid station) that is available for participants if sensory overload occurs. Anyone in this area must be accompanied by a Unit Guider. If there is only one Guider for the unit, someone from the Risk Crew will stay with the member.
- All security guards will have standard first aid. Risk Hub Lead and Sub Hub members have standard first aid. On-site paramedic services will be at the event for the full duration.
- Any first aid events will be triaged with the Unit Guider assisting at first, then the security team and if needed the on-site paramedics.
- There is an AED onsite that is checked monthly and will be available if needed.
- Guiders should ensure that all health records are up to date with a recent colour picture attached.
- If anyone from your unit requires medication at the event, ensure that the H.3 (Medication Plan and Administration Record) has been filled out.

## Missing Person – At the Event

- When you first think a youth is missing:
  - Stop the activity- whatever they are doing at that time. Keep everyone still and ask everyone to remain in the same place.
  - All Unit Guiders take attendance/ do a buddy check at the station/ location/activity.
  - Unit Guider #1 of the potential missing youth take attendance/do a buddy check to further validate the potential missing person.
- Ask for the last place/station and time anyone has seen the missing person.
- Have someone contact a security guard and/or the Risk Hub Lead to start the process if the person is missing. This includes locking down all exits and entrances, radio communication of what the member looks like and retracing the steps of the unit.

## Search Immediate Area

- All other youth stay together in the current space. If possible, have one Unit Guider (of the potential missing person) stay with them. If this is not possible, ask another Guider from a unit to stay with the members of that unit.
- Other Unit Guider(s) of the potential missing member search all recently visited locations. At this time the security team will be aware of the potential missing member and will already be on alert as noted above.
- Security guards and/or Risk Hub members will assist with the searching of the immediate area.
- Use clear, calm voices to call the youth's name. Make it clear the youth is not in trouble.
- First search spaces familiar to the missing person. List areas in your activity space:
  - Washrooms (outside and inside area)
  - Outside areas that are secured as part of the event
  - Aisles between stations/activities.
- Search high risk locations
  - Roads, sidewalks, parking lots
  - Nearby water: pools, ponds, streams, culverts
- Ask other units, other people at the event (station activity) or bystanders to be aware of any suspicious activity, or if they noticed any unaccompanied youth around.
- Report (after all locations have been searched or 20 mins passed)
- Ask other Guider(s) from other units if youth was picked up, joined another activity and/or unit without telling their Guider
- Work with Provincial Commissioner and Risk Hub Lead to contact caregivers, emergency contact or pick-up person to let them know youth is missing.

## If a participant is found without a group

- Check the identification on the youth member to determine to which unit they belong.
- Ask the youth if they can see their Unit Guider in the area. If they can see their Unit Guider, have another Unit Guider bring the youth to their unit.
- If the youth cannot see their Unit Guider in the area, contact security, Risk Hub Lead and/or

staff and have the youth brought to the 'lost child' area in **Queen Elizabeth Hall**, near **Crystal Palace Stage**

- The Risk Hub Lead will be notified of this and will work with the youth and staff to find the unit to which they belong.
- Once the unit has been located, the Risk Hub Lead and/or staff will bring the youth to their unit.

## Unwanted visitor

### • Human:

- Member(s) should remove themselves from a dangerous intruder, and not engage until emergency services (e.g., Police, Security, etc.) personnel arrive. The Unit Guider will stay calm and let other Unit Guiders in the area know their concern.
- Guider will contact security letting them know of the situation.

### • Animal:

- Guider will remove all youth from the general area, getting everyone safely to another location. The Unit Guider will stay calm and let other Unit Guiders in the area know their concern.
- Guider will contact security letting them know of the situation.

## Serious injury or medical emergency:

- Any first aid events will be triaged with the Unit Guider assisting at first, then the security team and if needed the on-site paramedics.
- Unit first aider will attend to the person.
- Second Unit Guider (whomever is not the first aider) will find security and let them know of the situation. If there is only one Guider with this unit, the unit first aider will ask another Unit Guider to find

security and inform them of the situation.

- Security will contact the on-site paramedics to attend to the situation.
- Any Unit Guiders at that location will move the rest of the group away from the scene.
- Once removed, Unit Guiders will take attendance via the buddy system.

## Directions for EMS

- Security will provide directions to the on-site paramedics of where the location is of the serious injury or medical emergency.