

Information: 1-800-565-8111

**ADULT MEMBERSHIP APPLICATION**

<b>Membership (iMIS) #</b>	
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You must be female and at least 18 years old or the age of majority in your province or territory.

**PART A: Contact Information**

<b>Applicant Please provide your full legal name</b>				
<b>Name:</b>				
		First Name and Initials	Last Name	
<b>Address:</b>				
		Apt./No. Street	City/Town	Province
		Postal Code		
<b>Telephone:</b>				
		Home: ( )	Work: ( )	Cell: ( )
<b>email:</b>				
				Fax: ( )
<b>Birthdate:</b>				
		/ /		
		year/month/date		
<b>Emergency Contact</b>				
<b>Name:</b>				
		First Name and Initials	Last Name	
<b>Telephone:</b>				
		Home: ( )	Work: ( )	Cell: ( )

**PART B: Interest and Availability**

<b>What type of Guiding experience are you interested in?</b>				
<input type="checkbox"/> Sparks 5-6	<input type="checkbox"/> Brownies 7-8	<input type="checkbox"/> Guides 9-11	<input type="checkbox"/> Pathfinders 12-14	<input type="checkbox"/> Rangers 15+
Preferred Unit: _____		Preferred District/Community: _____		
Please specify other: _____				
Available on: <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat				
Time(s): <input type="checkbox"/> Day <input type="checkbox"/> Evening		Date you can start volunteering: _____		
If you have any disabilities that may require accommodation, GGC will consult with you to provide, or arrange a suitable accommodation to support your accessibility needs during the membership process. Disclosing disabilities will also help us place you in a unit or activity that best meets your needs. If you wish to discuss any accommodation needs with a GGC representative to help find the best unit or activity for you, you can contact your provincial office at 1-800-565-8111 or <a href="mailto:membership@girlguides.ca">membership@girlguides.ca</a>				

**PART C: Previous Membership**

<b>Are you a previous member of Girl Guides or Girl Scouts in another country?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, in which country? _____		How many years? Girl _____ Adult _____		
<b>Are you a previous member of Girl Guides of Canada?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>(If yes, please answer the following):</b>				
1. <input type="checkbox"/> Girl - Did you earn:				
		<input type="checkbox"/> Gold Cord	<input type="checkbox"/> Canada Cord	<input type="checkbox"/> Chief Commissioner's Gold Award
		<input type="checkbox"/> Cadet Pin	<input type="checkbox"/> All Round Cord	<input type="checkbox"/> Other
Number of year(s) as a Girl Member in Canada: _____		Name used if different from current: _____		
2. <input type="checkbox"/> Adult - Position(s) held: _____				
Membership start date: _____		Membership end date: _____		
District/Community: _____		City: _____ Province: _____		

**Continued on next page**

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 or national office.

Name: \_\_\_\_\_

**PART D: Screening and Image Release**

Applicants for membership are required to participate in screening that includes: a police records check (PRC), a minimum of two references, participating in a screening interview, and an [Orientation to Guiding](#). Police records checks and reference checks are done on GGC’s behalf by our partner BackCheck, which specializes in providing this service. When your application has been received by your Girl Guide office, you will receive information about completing these checks.

Have you been in Canada less than one year?

Yes  No

**NOTES:**

- Only one of your references may be personal (for example a friend; family members are *not* appropriate references). The others should be from work or school or volunteering. We will contact references until two have been completed.
- If you are a girl member transitioning to adult membership or a returning member who was away from Guiding for two years or less, you do not need to provide references.

**Membership Fee**

Membership fees from girl and adult members support the development of programming, our risk management and insurance requirements, marketing and recruitment and technologies for membership management. Depending on your province and role, adult member fees may or may not be covered by your Girl Guide council. Please note that there is no fee charged when you complete this application form. For further information please contact your local Guiding office at 1-800-565-8111.

**PART E: Use of Information**

Please check if you **do not** wish your name to appear on District/Admin. Community or event lists for the purposes of:

Fundraising Activities       Follow-Up Surveys       Information on non-Guiding Events

**PART F: Membership Agreement**

I understand that by signing this agreement:

- I must successfully complete the screening process in order to become a member volunteer with Girl Guides of Canada. Membership is confirmed when notification sent by a GGC office has been received. Membership is not automatic.
- I am female and the age of majority in my province or territory.
- I agree to participate in Training and Enrichment for Adult Members (TEAM) as required for my position.
- I have read and understand the **Code of Conduct**, and I agree that I will abide by it and uphold its terms.
- I agree to provide Girl Guides Canada—Guides du Canada or its representative with references and give my permission for them to be contacted.
- I will submit to a police records check (PRC). If at any time during my membership, I am charged with or convicted of an offence that precludes membership, I agree to declare it to Girl Guides of Canada.

Residents of Quebec: "The Parties to this agreement declare that they have expressly requested that these covenants be drafted in the English language; les parties aux présentes déclarent qu'elles ont spécifiquement demandé que la présente entente soit rédigée en anglais".

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Name:** \_\_\_\_\_

**PART F: Image Release**

This release is for the use of all Members of Girl Guides of Canada-Guides du Canada (GGC). It will remain in effect indefinitely. This information will be recorded in iMIS, the Girl Guides of Canada's membership database. To change consent you must complete a new IR.1.

In the course of activities, representatives of Girl Guides of Canada-Guides du Canada, Guiders, Members, non-member participants and staff may take photographs or otherwise record events. These photographs and recordings are sometimes submitted to GGC to be used to promote Guiding. Please advise us if you are willing to have your own image and voice and/or your child or ward's image and voice used for promotional purposes by GGC, as indicated below.

I give permission to the Girl Guides of Canada-Guides du Canada to photograph and record me my image and voice on still photographs, motion picture film, audio tape, video tape or digital media and to use this material, and/or similar material provided to GGC by me or third parties involved in Guiding events, in whole or in part, now and in the future, through the media of television, film, Internet, multi-media presentation, radio, audiotape, videotape, in printed form and display form for the promotion of Guiding. I assign and transfer to Girl Guides of Canada-Guides du Canada any and all proprietary rights, including copyright, and waive all personality rights, which I may have in this material.

Girl Guides of Canada-Guides du Canada is only responsible for official uses of photographs and recordings. Any personal uses by Guiders, Members and non-members outside of the promotional uses outlined above are not monitored by or the responsibility of GGC.

NOTE: It is mandatory that you complete this section. Please check and sign to confirm your selection.

 I give my permission as set out above

OR
 I DO NOT give my permission as set out above

**Signature of applicant:**
**Date:**
**For Internal Use:**

 Position: \_\_\_\_\_ Unit: \_\_\_\_\_ Unit iMIS #: \_\_\_\_\_  
 District/Admin Community #: \_\_\_\_\_ Area: \_\_\_\_\_

**iMIS data entry:** Screening Tab:  A.1 Demographics tab:  Conduct Privacy tab:  IR.1

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PLEASE DETACH THIS PAGE AND RETAIN FOR YOUR RECORDS.

DO NOT RETURN WITH THE SIGNED APPLICATION

## Code of Conduct

(Revision: December 9, 2010)

*This Code of Conduct is an integral part of involvement with Girl Guides of Canada–Guides du Canada (GGC). The Code of Conduct requires all Members, all volunteers, all employees, and all parents and guardians of Members to:*

1. Refrain from words, actions and behaviour – in any medium -- that demonstrate disrespect for other Members, volunteers, employees, or the family members of such individuals.
2. Uphold GGC's reputation and integrity by ensuring that their conduct, whether in person, online, or otherwise, brings honour and dignity to GGC.
3. Be vigilant in ensuring an environment that is safe and protects girl and adult Members, volunteers and employees from emotional, physical, verbal and sexual abuse.
4. Respect other Members', volunteers' and employees' rights to privacy and the confidentiality of their personal information.
5. Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.
6. Respect and abide by the laws of Canada and of the relevant Province or Territory.
7. Treat Members, volunteers, employees and Members' families fairly, knowing that GGC does not tolerate unlawful discrimination on the basis of race, national or ethnic origin, citizenship, colour, religion, sex, age, mental or physical ability, political beliefs, socio-economic status, health-related status, sexual orientation, marital status, or any other grounds enumerated in the human rights legislation of the jurisdiction in which the individuals involved are located.

*In addition, Members, volunteers and Employees will:*

8. Subscribe to the principles of the Promise and Law of GGC and adhere to GGC's bylaws, policies and procedures.
9. Fulfill their roles and responsibilities as stated in their position descriptions (where applicable) and act within the limitations of their authority in the discharge of their duties.
10. Diligently maintain the confidentiality of any information regarding GGC that they have obtained in the course of performing their roles in Guiding and that is not generally available to the public.

Girl Guides of Canada–Guides du Canada reserves the right to take action regarding any breach of the Code of Conduct.

### Understanding the Code of Conduct

The Code of Conduct sets clear standards of respectful behaviour for the Guiding community of girl members and their parents/guardians, adult members, volunteers, and employees. With the Code of Conduct comes a responsibility to follow its standards by being a good example and supporting others in doing the same.

Lines between a person's personal life and employment/volunteer role are often blurred. Members, volunteers or employees need to keep in mind how their words and actions during or outside of GGC activities may impact the organization's reputation.

For more information on interpreting the Code of Conduct and some basic Dos and Don'ts, please go to [Understanding the Code of Conduct](#).

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## The Code of Conduct and You

(March 2011)

The stated values for Girl Guides of Canada (GGC) are stipulated in the Promise and Law, and are further reinforced by the Code of Conduct. Being a part of the Guiding community, you – girl Members and their parents/guardians, adult Members, volunteers, and employees – have the right to participate in an environment that is respectful, safe, and positive. With this right comes the responsibility to ensure a respectful, safe and positive experience for everyone involved in Guiding.

### **Each person involved with GGC has roles and responsibilities with respect to the Code of Conduct:**

- Uphold the principles of the Code of Conduct and be personally accountable for your actions and behaviour.
- Hold each other accountable for actions and behaviour.
- Use open, clear and respectful communication to resolve issues.
- Take prompt and reasonable action to address issues in a timely manner to avoid unnecessary escalation, and seek assistance if necessary.
- Be a role model for others, especially for our girl Members/daughters/wards.

### **Adult Members working with girls are expected to:**

- share and explain the Code of Conduct to the girls in their Unit, and together establish a common understanding of the Code of Conduct as it applies to their Unit;
- educate themselves on GGC policies and procedures;
- explain to non-member volunteers, and parents/guardians, the policies and procedures relevant to their interaction with GGC;
- communicate regularly and meaningfully with parents/guardians;
- maintain consistent standards of behaviour for all girls.

### **Parents/guardians are expected to:**

- encourage and assist their daughter/ward in following the Code of Conduct;
- ensure that other parent(s)/guardian(s) of their daughter/ward are aware of the Code of Conduct, and of their responsibility in following it in their interactions with GGC;
- support the efforts of GGC and its adult Members in maintaining an environment where all can enjoy Guiding;
- communicate regularly and meaningfully with the Unit Guiders of their daughter/ward's Guiding Unit

### **Girl Members are expected to:**

- Participate in programming with their Unit Guider to learn about the Code of Conduct and our standards of behaviour.

The Code of Conduct policy is available on the [GGC website](http://www.girlguides.ca), from adult members or from provincial offices.

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