



SAMPLE Host Family Information Sheet

Thank you for your interest in being a host family for [insert event info].

This information sheet outlines the expectations and responsibilities of the host family.

1. Accommodations

When homestays are set up by Girl Guides of Canada, they must follow the organization's requirements for placing Members in homes. Host families must be willing to host, as a minimum, either:

- one girl Member if there is a girl Member of GGC in your household
- two girl Members if there is no girl Member of GGC in your household

OR

- one adult Guider

Please provide guest(s) with a sleeping space that provides privacy and access to full bathroom facilities, for example:

- Visiting girls, including your own, can share a room and may sleep "camp-out" style on air mattresses/camp beds. (Please note that visitors may not necessarily have their own sleeping bags, etc.)
- Each visiting Guider has a separate room with bed, pull-out couch or cot.
- The bathroom facilities could be shared with the family.

2. Meals

Please provide adequate meals and snacks for your guest(s) when they are under your care. This includes paying for your guest(s) if you decide to go out as a family. It may also be appropriate to provide a packed lunch for your guest(s) if they are going on a day trip with their group (although the group will likely have budgeted for meals when they are going to be on their own).

Costs for meals at group activities (e.g., all the host families decide to get together and host a dinner for the whole visiting group) should be negotiated with the other host families.

3. Program and activities

During their stay with you, some of the guests' time will likely be structured (e.g., the homestay group may go off on its own for the day or there may be planned group activities for all the hosts and guests together), but there may also be time where, if you wish, you can entertain your guest(s) as a family (e.g., take them to a local attraction for an afternoon, have a family barbecue, etc.).

- If you wish to provide entertainment or other activities during free-time, the guests are your responsibility as the host family.
- If you plan to get together with other host families and guests for an organized activity during free-time, please notify the homestay coordinator/group organizer. She can provide assistance and help to plan this activity as a sanctioned Guiding activity, as per the Safe Guide procedures.

You are not responsible for the costs of outings (e.g., admission fees, etc.) that the visiting homestay guests decide to do as a group. If you plan to invite your guest on an outing on an



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individual basis while they are visiting, please arrange this in advance if the guest is expected to pay. We suggest that, for spur of the moment outings, it would be courteous to offer to pay for your guest(s).

4. Transportation

You are expected to provide local transportation for your guest(s) as required during their stay (e.g., drop off and pick up at a central meeting point, driving them to local attractions within a reasonable distance).

Depending on their needs, the guest(s) may ask if it is possible for you to provide transportation to the airport at the end of their visit. If this is not reasonable, the guest or visiting group can be asked to pay for commercial transportation. More information about travel requirements will be discussed once host families are matched with a guest(s).

5. Safety and liability

All visitors will have their own travel and health insurance.

You will be provided with contact information and procedures to follow in case of emergency (e.g., injury, missing person, etc.).

Our procedure for organizing homestays for girls/youth requires adults (parent/guardian) in have a valid police records check (PRC) that includes a check of the vulnerable sector screening and pardoned sexual offenders database.

Visiting girl Members must always be under adult supervision and are not to be left in the sole care of a parent/guardian who does not have a valid PRC.

You will be asked to complete our Non-Member Volunteer Form (A.7). If you have a PRC, in order for it to be eligible for this activity it must include the required database checks and not be dated more than six months prior to the date on the form. A copy of your PRC will be held at your provincial Girl Guides of Canada office and your name will be recorded in our database. This enables us to confirm your PRC status for this and future events.