



Planning Multi-Activity / Multi-Group Events, Trips, Rallies, Camps

This checklist is intended for the Responsible Guider and planning team for events attended by a number of Units and/or those that include a large number of activities that may be assessed at several levels. Please note that the word “event” is used to include any activity, camp, rally, trip etc.

This document is an organizational tool that helps ensure an event’s compliance with the Safe Guide. Primarily, it makes certain that responsibilities are clearly delegated and that the fulfillment of Safe Guide proceedings are tracked. For example, it will assist in planning:

- A single event that includes a camping component assessed at the Yellow level and individual activities assessed at the Red level
- The delegation of various aspects of an event to participating groups or patrols (i.e. responsibility for transportation to and from the event, first aid, cooking and food preparation, etc.)
- A GGC camp facility that runs the same or similar programs many times over a season.

There must be a Responsible Guider for the overall event. However, responsibility for the management of individual activities or components of the event can be assigned to different team leaders, supervisors or activity facilitators. The Responsible Guider will be

accountable for communication with her team to ensure that they understand their responsibilities in the planning and keeping others informed of their status. This checklist will support the Responsible Guider in ensuring the Safe Guide procedures are covered.

The Responsible Guider will also need to ensure that participants are informed of the Safe Guide process to be used for group travel to an event or for activities that are outside of the event. Usually these activities will need their own additional Safe Guide forms and assessment above and beyond the event.

Using the Checklist

This checklist is intended as a guide. Fundamentally, it must work for you and your event. It is not a prescription on how to manage the administration of the event. It can be adapted to suit the planning process for your event and group consistent with the SG administrative procedures for your province.

Step 1 – Plan the event

Step 2 – Once the plans are made, start assigning numbers to each activity or component of the event (this will assist with tracking).

Step 3 – Complete the checklist chart using the numbers assigned to each activity.

List all event activities	NOTE whether Green, Yellow or Red Level*	NOTE any restrictions or conditional activities**
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
*Use the Activity Planning Chart on Page 14 of Safe Guide to determine the level of each activity **Check for: <ul style="list-style-type: none"> ▪ Possible age restrictions for proposed activity (see Pre-planning and Activities Levels) ▪ Conditional activities (Introduction and Appendix B) 		

Use this checklist to make sure your plans are Safe Guide compliant by delegating and coordinating the responsibility for investigating and managing the relevant Safe Guide processes and procedures

Safe Guide Procedure	List whether responsibility is delegated to:						Notes
	Responsibility delegated to:	Responsibility delegated to:	Responsibility delegated to:	Responsibility delegated to:	Responsibility delegated to:	Responsibility delegated to:	
	_____	_____	_____	_____	_____	_____	
	_____	_____	_____	_____	_____	_____	
Place each activity number in the box under the column for the person/team who is responsible for following through							
Information to be shared							
Details of special planning considerations							
Details for parents / guardians							
Other:							
Other:							
Safe Guide Procedure	(initials)	(initials)	(initials)	(initials)	(initials)	(initials)	Notes
Supervision							
Ratios for each activity							
<i>Additional training, experience and qualifications required</i>							
Confirm and orient event supervisors							
Confirm and orient activity supervisors							
<i>Non-Member Volunteers PRC and A.7 forms</i>							
Other:							

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Safe Guide Procedure	(initials)	(initials)	(initials)	(initials)	(initials)	(initials)	Notes
Orientation and Planning With Participants							
Planning with participants							
Orientation to the event							
Orientation to activities							
Other:							
Safe Guide Procedure	(initials)	(initials)	(initials)	(initials)	(initials)	(initials)	Notes
Place each activity number in the box under the column for the person/team who is responsible for following through							
Health							
First aid requirements							
First aid personnel							
Health forms storage and retrieval							
<i>Medication management</i>							
Other:							
Safe Guide Procedure	(initials)	(initials)	(initials)	(initials)	(initials)	(initials)	Notes
Safety and Emergency Response							
Investigate Safety and Emergency Response							
Review safety procedures with participants							
<i>Identify and screen HCP</i>							
<i>Provide relevant information to the HCP</i>							
Other:							

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Safe Guide Procedure	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	Notes
Transportation							
Ratios							
Bookings and arrangements							
Information for parent/guardians							
<i>Transporting during the event</i>							
Safe Guide Procedure	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	Notes
Equipment							
Identify equipment needs							
Source equipment							
<i>Safety inspection</i>							
<i>Teach proper use of equipment</i>							
Safe Guide Procedure	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	Notes
Location							
Pre-activity check of location or facility							
<i>Liaise with facility</i>							
Other:							
Safe Guide Procedure	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	<u> </u> (initials)	Notes
Relevant Activity Guides or Planners							
<i>Third Party Service Provider</i>							
<i>Water activities</i>							
Other:							

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Other plans	(initials)	(initials)	(initials)	(initials)	(initials)	(initials)	Notes
Place each activity number in the box under the column for the person/team who is responsible for following through							
Schedule / agenda							
Special Events							
Crafts							
Menu							
Food purchasing							
Meal preparation							

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Forms Completion

NOTE:

- Multiple people/individuals may need to contribute information required for the SG.1, SG.2, SG.3 and SG.4. Note who is responsible for compiling the information for these forms
- The SG.1 should list the specific activities that are being included in the event. If you need a modification of the form for your event, please send your request with details of changes to SafeGuide@girlguides.ca
- There may need to be several versions of the SG.5 as it is dependent on activities selected by participants.
- When an activity requires a waiver from a third party note who is responsible for getting copies and ensuring that paperwork is provided to participants.
- If an SG.6 is required there needs to be one SG.6 per unique route.

Safe Guide Form	(initials)	(initials)	(initials)	(initials)	(initials)	(initials)	Notes
Place each activity number in the box under the column for the person/team who is responsible for following through							
SG. 1							
SG. 2							
SG. 3							
SG. 4							
SG. 5							
<i>Third Party Waivers</i>							
SG.6							
SG.7							
WA.1							
Coordinate paperwork to go out							
Coordinate paperwork coming in							
Coordinate GGC Notification or Authorization							