



## Notification/Authorization of Activities – Forms Submission

	GGC Approval		Parent/Guardian	
	Forms to be completed	Timing for submission	Permission forms	Timing for sign-off or distribution
<b>Green Level</b>	As relevant: <i>SG.7 (TPSP)</i>		A.5 (registration form) H.1 (health form) IR.1 (image Release)  As relevant: SG.1 (plan)	Before participating in GGC activities  Optional: to inform of special events and activities.
<b>Yellow Level</b>	<b>Submitted to Assessor</b> <b>SG.3</b> (GGC acknowledgement)  Have available for assessors <b>SG.1</b> (Plan ) <b>SG.4</b> (ERP)  <b>As relevant:</b> SG. 5 (waiver) SG.7 (TPSP) WA.1 (water activity)	At least 14 days before the activity	<b>SG.1</b> (Plan) <b>SG.2</b> (permission for activity)  As relevant: SG.5 (waiver)	Before girl participates in the activity
<b>Red Level</b>	<b>Submitted to Assessor</b> <b>SG.1</b> (Plan) <b>SG.3</b> (approval) <b>SG.4</b> (ERP)  <b>As relevant</b> WA.1 (Water plan) SG.5 (Waiver) SG.6 (Adventure trip plan) SG.7 (TPSP)	At least 21 days before the activity	<b>SG.1</b> (plan) <b>SG.2</b> (permission for activity)  <b>As relevant:</b> SG.5 (waiver)	Before girl participates in the activity

For details, see Safe Guide – Parent/Guardian Notification and Permission and GGC Notification or Authorization.

## Travel in Canada – Forms Submission\*

	Pre- Approval		GGC Approval		Parent/Guardian	
	Forms to be completed	Timing for submission	Forms to be completed	Timing for submission	Permission forms	Timing for sign-off or distribution
<b>Yellow Level Travel – In Canada under 72 hours</b>	SG.8 (travel approval)	BEFORE commencing planning	<b>Submitted to Assessor</b> <b>SG.3</b> (GGC acknowledgement)	At least 14 days before the trip	<b>SG.1</b> (Plan) <b>SG.2</b> (permission for activity)	Before girl goes on the trip
	If fundraising , complete FR.1 (fundraising approval). <i>SG.8 must be approved and sent with FR.1</i>	BEFORE commencing fundraising.	Have available for assessors: <b>SG.1</b> (plan) <b>SG.4</b> (ERP)		As relevant: SG.5 (waiver)	
<b>Red Level Travel – In Canada 72 hours or more</b>	SG.8 (travel approval)	BEFORE commencing planning	<b>Submitted to Assessor</b> <b>SG.1</b> (Plan) <b>SG.3</b> (approval) <b>SG.4</b> (ERP)	<b>At least 30 days before the trip</b>	<b>SG.1</b> (Plan) <b>SG.2</b> (permission for activity)	Before girl goes on the trip
	If fundraising , complete FR.1 (fundraising approval). <i>SG.8 must be approved and sent with FR.1</i>	BEFORE commencing fundraising.	As relevant WA.1 (Water plan) SG.5 (Waiver) SG.6 (Adventure trip plan) SG.7 (TPSP)		As relevant: SG.5 (waiver)	

\*For details, see Safe Guide – Parent/Guardian Notification and Permission and GGC Notification or Authorization.

## International Travel – Forms Submission\*

	Pre- Approval		GGC Approval		Parent/Guardian	
	Forms to be completed	Timing for submission	Forms to be submitted	Timing for submission	Permission forms	Timing for sign-off or distribution
<b>International Under 72 hours</b>	SG.8 (travel approval)	BEFORE commencing planning	<b>SG.1</b> (Plan) <b>SG.3</b> (GGC authorization) <b>SG.4</b> (ERP)	At least 14 days before the trip	<b>SG.1</b> (Plan) <b>SG.2</b> (permission for activity) <b>IT.5</b> (permission for international travel)	Before girl goes on the trip. The IT.5 dated no more than 30 days and no less than 7 days before departure
	If fundraising , complete FR.1 (fundraising approval). <i>SG.8 must be approved and sent with FR.1</i>	BEFORE commencing fundraising.	As relevant: SG. 5 (waiver) SG.7 (TPSP) WA.1 (water activity)		As relevant: SG.5 (waiver)	
<b>International 72 hr or more</b>	<b>SG.8</b> (travel approval)	At least one year before departure and BEFORE commencing planning	<b>IT.3</b> (Group trip application) <b>IT.4</b> (Guider application) <b>SG.4</b> (ERP)	Approx. 6 months (not less than 5 months) before departure	<b>SG.1</b> (Plan) <b>SG.2</b> (permission for activity) <b>IT.7</b> (Guarantee of financial responsibility)	Before girl goes the trip.  At least four to six months prior to departure
	If fundraising , complete FR.1 (fundraising approval). <i>SG.8 must be approved and sent with FR.1</i>	At least one year (2 years to 18 months recommended) before departure and BEFORE commencing fundraising.	As relevant: SG. 5 (waiver) SG.7 (TPSP) WA.1 (water activity) <b>IT.8</b> (WAGGGS Introduction Card)  Send significant changes to above information final itinerary, participant list, home contact person information	At least 4 weeks before departure	<b>IT.5</b> (permission for international travel) <b>IT.6</b> (Waiver for international travel)  As relevant: SG.5 (waiver)  Final itinerary, Home contact person, ERP	The IT.5 dated no more than 30 days and no less than 7 days before departure   At least two weeks before departure

- For details, see Safe Guide International Travel Planner.