

Guiders – Keep this form and submit as part of the [Safe Guide Retention Package](#).

Activities are organized according to Girl Guides of Canada’s Safe Guide. Safe Guide sets procedures for activity management including supervision, training, equipment, and health matters. A copy of Safe Guide is available from www.GirlGuides.ca.

If your daughter/ward has any disabilities that may require accommodation, disclosing and discussing them with us will help us accommodate her.

Parents/Guardians – please retain this sheet for your information!

WHAT - Activity Information			
Activity/event/camp: Ottawa Trip		Today’s date: 9/18/2023	
Unit(s): 23 rd Wildrose Guide Unit			
Responsible Guider: Mary Smith		Cost (including GST/HST): \$1800 approx.	
<p>Activity description: (Guiders – give a description of the overall activity, event, or camp. Try to “paint a picture” of what it will be like for the girls.) Our Guide Unit will be flying to Ottawa to learn more about our Capital, the Parliament and hopefully meet a Guide Unit from Ontario The girls will decide what other activities they would like to do.</p>			
<p>Purpose of Activity: (Guiders – please provide a brief explanation of how the girls will benefit from participating in the activity.) To provide the girls with an opportunity to learn more about our country, its capital city, our political system and about travel within our country</p>			
WHEN			
Start date & time: 6/28/2025 at TBA		End date & time: 7/5/2025 at TBA	
WHERE			
Location/facility name: Ottawa, Ontario		Contact number:	
Address: <u>TBD</u>			
Street Address	City/Town	Prov	Postal Code
Brief description of facility/site: Hotel, hostel or dorm.			
For overnights, type of accommodation: <input type="checkbox"/> Meeting hall <input type="checkbox"/> Camp Building <input type="checkbox"/> Tent <input checked="" type="checkbox"/> Hotel <input checked="" type="checkbox"/> Hostel <input checked="" type="checkbox"/> Other (please list): University dorm			
WHO			
Number of children/youth expected: 21			
Minimum supervision ratios will be: 1 : 7			
Supervisors : Girls			
Mandatory minimum supervision ratios can be found in Safe Guide.			

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Supervision will be provided as follows: (Guiders – please briefly explain how supervision will be managed.)
Supervision will be provided by our Guiders at all times.

HOW – Transportation Information	
Parent/guardian will provide transportation to and from activity: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Arrangements for transportation: Meet at the airport	
Departure time and location: Calgary International Airport	
Return time and location: Calgary International Airport	
Drivers must ensure that owner of a vehicle has appropriate insurance. Because of the way vehicle insurance is organized in Canada, coverage is only available through the vehicle owner. The <u>owner is responsible for maintaining their vehicle insurance</u> and for any injury to anyone or physical damage to their vehicle, another vehicle, resulting from its use for a GGC sanctioned activity.	
Specific activities will include: (Guiders – please list the different activities the girls will be doing)	Girls will require the following: (Guiders – please attach a kit list if more space is required)
Tour of Parliament Building	Money: \$ Spending money - TBD
Canadian Museum of Nature	Equipment:
Canadian Mint	Food:
Walking tour of Ottawa	Clothing:
Amphibus tour	Other:
Kit list attached: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

A detailed itinerary is attached: Yes No

If you require more information, please contact:

Guider's name: Mary Smith

Guider's name:

Phone number: 403-123-4567

Phone number:

E-mail: ottawaherewecome@shiw.ca

E-mail:

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