

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

This form is used for preauthorization for all Travel activities.

BEFORE beginning detailed planning for travel (e.g. making any financial commitments for accommodation, transportation, tours, etc.) you must have this form approved.

GGC will not approve any trip experience of which the itinerary is for the most part entertainment and/or vacation based. Non-approved travel includes, but is not limited to: cruises, all-inclusive resorts or vacation destinations, or any other generally perceived “vacation” travel. This applies to both International Travel and Travel in Canada.

NOTE: If you are planning to fundraise (excluding cookie sales), complete the Application for Fundraising Approval (FR.1) and send with a copy of this form (signed by an Assessor) as per your provincial process. For details of the fundraising policy, procedures and guidelines, look on [Member Zone Fundraising page](#)

Type of trip:

- Travel in Canada (complete Part 1 and 2)
- International travel under 72 hours (complete Part 1)
- International travel 72 hours or more (complete Part 1 and 3)

Independent or Sponsored Trip:

- Independent Trip Sponsored Trip; Sponsored by:

Part 1: Trip Description (All Travel)

Name of unit/group or trip: Ottawa Trip

Area/Dist/Admin Community: Wildrose Area, Beaver District

Responsible Guider: Mary Smith iMIS #: 12345

Address: 12 Main Street Rosedale AB A1A 1A1

Street City/Town Prov/Terr Postal Code

Phone: 403-123-4567 E-mail: ottawaherewelcome@shiw.ca

Destination(s): Ottawa

Approximate dates of trip: Start: 6/28/2025 End: 7/5/2025

Anticipated number of: Girl members*: 20 Adult members: 4

Non-member adults* (for example, a support person):

Age range of girls at time of trip: Youngest: 10 to Oldest: 12

Branches: Guides

*See Safe Guide for details on age restrictions and membership requirements for travel.

Part 2: Travel in Canada

Attach the following:

- SG.8B - List of Girls and Adults for Travel in Canada
- SG.9 - Planning timeline form
- Proposed itinerary including activities and/or sightseeing and type of accommodation
- Proposed budget that itemizes expenses and proposed revenues for financing the trip/activity

Purpose of trip:

- Visit another part of province or Canada Participate in GGC event in Canada
- Other (please explain):

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 or contact your provincial office or the national office for a copy.

Part 3: International Travel over 72 Hours

Attach the following:

- IT.11 - International Group Trip – List of Participants
- SG.1 - as provided to parents/guardians
- IT.1 - Planning timeline form
- Proposed itinerary including activities and/or sightseeing and type of accommodation
- Proposed budget that itemizes expenses and proposed revenues for financing the trip/activity

Purpose of trip:

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> World Centre visit <input type="checkbox"/> Event/camp organized within WOSM <input type="checkbox"/> Event/camp organized within WAGGGS | <ul style="list-style-type: none"> <input type="checkbox"/> Visit with Girl Guides/Girl Scouts <input type="checkbox"/> Other (please explain): |
|---|---|

Objectives:

International trips must meet the following GGC international travel objectives. Describe how your travel will meet the following objectives.

- Girls will demonstrate an increased awareness and appreciation of global issues.
- Girls will develop skills which support active engagement in issues that matter to her.
- Girls will gain a stronger awareness of her own identity and culture, by experiencing different cultures and communities.
- Girls will develop a sense of belonging to the global sisterhood embodied by the World Association of Girl Guides and Girl Scouts (WAGGGS) and an understanding of the purpose, and the influence and actions that can be achieved through the collective voices within WAGGGS.
- Other (please explain):

Responsible Guider:

As Responsible Guider, I will coordinate the Safe Guide procedures for the activity described on this form.

Name: Mary Smith

iMIS #: 12345

if iMIS number is included, a signature is not required if this form is submitted by e-mail.

Signature:

Date: 9/18/2023

Assessor:

For International travel, this must be signed by an International Assessor.

Name:

Signature:

Date:

After signing to indicate approval, send this form to the following people:

- | | |
|---|-------------------------------------|
| <ul style="list-style-type: none"> • Responsible Guider • Provincial International Adviser (for International trips only) | <p>Date sent:</p> <p>Date sent:</p> |
|---|-------------------------------------|