

# Application Instructions

1

We are so excited you've taken the first step in applying for a Nationally-Sponsored Trip! Take a look at the instructions below before you begin your application. If you have any questions, checkout the [FAQ tab on the NST webpage](#) or contact the National Travel Team at [nationaltravel@girlguides.ca](mailto:nationaltravel@girlguides.ca).

The application deadline is

## Tips before you get started

- ★ Make sure to review the eligibility requirements and Adventure Overview for each trip you're interested in applying for.
- ★ Girls can apply for ONE NST opportunity (e.g., one trip) each year.
- ★ For girl applicants, your application will first be reviewed by a team of anonymous reviewers. Answers must demonstrate a sufficient amount of thought and effort, and reflect GGC's values. Upon successfully completing this initial qualifying review stage, applications will move forward to a randomized selection process, ensuring equal opportunity for all to be selected.
- ★ All questions must be answered.
- ★ You can save your application and come back to it at any time before the deadline.

## Logging in to SurveyMonkey Apply

In order to submit an application, you'll need an account with [SurveyMonkey Apply](#).

If you have applied for a Nationally-Sponsored Trip or been a reviewer for travel applications in 2018, then you already have an account and should use the same account information to log in.

To create a new account, visit SurveyMonkey Apply and select the green "Register" button in the top right-hand corner of the page. From there, you'll be asked to fill in some basic information including your name, email address, and password. **Please note:** when entering your name, make sure you **use your own name** to create your account so that the account information matches the applicant information.

Once you have an account, you can log into the website at any time by opening the SurveyMonkey Apply Girl Guides Travel Program link - <https://ggtravel-apply.smapply.io/> - and logging in. The "Log In" button will be in the top right hand corner of the page.



Each of the Application Sections requires you to complete a task. Each task will have two buttons at the bottom:

**Save & Continue Editing** – Select this to save the task and return to it at a later stage.

**Mark as Complete** – Select this to submit the task. You won't be able to submit the task until all fields are filled in. Once you've submitted a task, the system will mark the task COMPLETE and show as green. You still have the option to edit your answers as you wish.

On the left-hand side of the main page of your application, you will see one button:

**Review and Submit** – You will only be able to select this once you have completed all the application tasks. By selecting this, you will be able to review your application in full.

In the review stage, you will have two options:

**Back to Application** – If you want to make any changes while reviewing your application, you must select "Back to application" in the top left corner of the page to return to the application where you can edit your answers.

**Submit Your Application** – Once you review your application and are happy with it, select this to submit. You will not be able to make any more changes after you submit your application!

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## Application Sections

The application includes the following tasks:

1. **Letter of Recommendation – Within Guiding**
2. **Personal Information**
3. **Permission and Guarantee of Financial Responsibility**
4. **Applicant Questions**
5. **Participant Agreement**

You'll need to complete all the tasks in order to submit your application.

### 1 Letter of Recommendation – Within Guiding

In order to submit your application, you will need to provide the name and contact information for your recommender from within Guiding. Keep the following in mind as you select your recommender:

- ★ Your recommender will be asked to explain why they believe you should be chosen to participate in this travel opportunity. They'll be prompted to speak to your character, skills, accomplishments, and interest in this trip, and they'll have up to 500 words to provide their letter of recommendation. Be sure to select a recommender who knows you well and who can provide enough detail and background to properly comment on these aspects.



- ★ Your recommender needs to be the age of majority in your province and cannot be a member of your family. They will need to provide their membership (iMIS) number. Please note: If you are unable to submit a recommender from within Guiding, you may use an external recommender. If you do provide an external recommender, you will have an opportunity to explain why in the Personal Information section of your application.
- ★ Before you input your potential recommender's email address, make sure to contact them directly in advance to ask them if they are willing to provide you with a recommendation.
- ★ Once your recommender has agreed to provide you with a recommendation, you'll need to enter their full name and email address in the "Letter of Recommendation" task in SurveyMonkey Apply.
- ★ Let your recommender know that an email will be sent to them directly from SurveyMonkey Apply requesting they provide a recommendation. In order to complete and submit the recommendation form, they'll need to create an account or log in to their currently existing account.
- ★ Be sure to provide your recommender with any additional information they may need in order to write you a strong recommendation. This may include the Adventure Overview(s) for the trip(s) you are applying for.

**It is YOUR responsibility to make sure that the recommendation is submitted by the application deadline.** Applicants with outstanding recommendations will not have the ability to submit their application.

## 2 Personal Information

This task asks for general information such as your name, birthdate, address, email, phone number, and accessibility details. You'll also be asked to provide your Membership (iMIS) Number and Unit Name (for girl applicants). If you're having trouble finding this information, ask your Unit Guider for support.

## 3 Permission Guarantee of Financial Responsibility

Girl applicants are asked to sign a Guarantee of Financial Responsibility form. Girl applicants also require a signed Permission form from a parent or guardian. The Guarantee of Financial Responsibility and the signed Permission are one form.

The Guarantee of Financial Responsibility outlines which travel expenses are covered by Girl Guides of Canada and which costs are incidental and not covered by the national subsidy. By signing the form, the applicant or applicant's guarantor agrees to be financially responsible for those trip fees not covered by Girl Guides of Canada. Additionally, they agree that the applicant will not fundraise for incidental expenses (e.g., spending money).

For girl applicants, the signed Permission and Guarantee of Financial Responsibility form must be printed, signed by a parent or guardian, scanned and added as an attachment for review.



**Passion and Preparedness** – This section asks personal, Guiding-related questions, as well as specific questions about your potential participation in a Nationally-Sponsored Trip. For girls, there are four questions that will be reviewed based on the thoughtfulness of your answer.

**Suitability** – This section is designed to gauge whether an NST is an appropriate fit for you, as well as your ability to represent GGC in a national/international setting.

**NST Ambassador** – This section will confirm your continued participation as an NST Ambassador within the Guiding year following your return if you are selected for an NST. It also provides a list of options to choose from in order to fulfill the role requirement. Visit the [FAQs tab on the NST webpage](#) for more information about being an NST Ambassador.

## 5 Participant Agreement

This task lists the expectations and responsibilities of participants that are selected to go on a Nationally-Sponsored Trip. All applicants can sign this agreement using a computer mouse or touchpad.

**Happy applying!**

Don't forget to check out the [FAQs tab on the NST webpage](#) if you have any questions or contact the National Travel Team at [nationaltravel@girlguides.ca](mailto:nationaltravel@girlguides.ca) for additional support.

