**Guiders – Keep this form and submit as part of the** [**Safe Guide Retention Package**](https://mz.girlguides.ca/web/MZ/Guider_Resources/Safe_Guide_SubPages/SGPC_Form.aspx)**.**

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](http://www.girlguides.ca/).

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

**Parents/Guardians – please keep this sheet for your information!**

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| ACTIVITY INFORMATION | | | | | | |
| Name of activity: Young Adult Summit 2024 | | | | | Today’s date: 08/13/2024 | |
| Unit Name(s): Ontario Council | | | | | | |
| Council: ONNV | | | District or Administrative Community: Provincial | | | |
| Responsible Guider: Miranda Sciberras | | | | | Cost (including GST/HST): $ 150 | |
| Activity Start | | Date: 11/15/2024 | | Activity End | | Date: 11/17/2024 |
| Time: 4pm | | Time: 12pm |
| **List of planned activities:** *(Not enough space? Attach an activity plan to this form)*  This is a conference to provide Unit Guiders under 35 and Rangers with skills, confidence and tools to encourage each member to be everything they want to be. | | | | | | |
| A detailed itinerary is attached: Yes  No | | | | | | |
| **Third Party Service Provider (TPSP) Activity Facilitators**  List all TPSPs that will be present during the activity and what services they will provide. *(Not enough space? Attach another page to this form)*  Westin Hotel Ottawa – food, accommodations, meeting space  Encore – A/V services  Youth Services Bureau of Ottawa – presenter on resumes  Aura BODY+HOME – presenter for yoga, mindfulness  DJ Meetaballs – Dance party | | | | | | |
| A TPSP waiver is attached and required to be completed in order to participate. | | | | | | |
| Location Information | | | | | | |
| Location or facility name: Westin Ottawa Hotel | | | | | Contact number: 613-560-7000 | |
| Address: | 11 Colonel By Drive, Ottawa, ON, K1N 9H4 | | | | | |
|  | Street Address City/Town Prov Postal Code | | | | | |
| Brief description of facility/site: Hotel located in Downtown Ottawa | | | | | | |
| For overnights, type of accommodation:  Meeting hall  Camp Building  Tent  Hotel  Hostel  Other (please list): | | | | | | |
| Supervision | | | | | | |
| Minimum supervision ratios will be Supervisors 1 to girls 10.  Mandatory minimum supervision ratios can be found in [Safe Guide](https://mbr.girlguides.ca/Documents/MZ/SafeGuide/SafeGuide.pdf). | | | | | | |
| How will girl be supervised during the activity? For overnight include information about where girls and Guiders be sleeping and how girls will be supervised overnight. *(Not enough space? Attach another page to this form)*  Each Ranger will be provided a “Guider Support” for the weekend. They will be provided their photo and phone number for contact. Guiders will check in on their Rangers regularly during the weekend to ensure that everyone is safe. | | | | | | |
| Transportation Information | | | | | | |
| Parent/guardian/caregiver will provide transportation to and from activity:  Yes  No | | | | | | |
| Arrangements for transportation: Plane, Train & Automobile. As selected by parents. | | | | | | |
| Drop-off time: | | | | Drop-off location: | | |
| Pick-up time: | | | | Pick-up location: | | |
| **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 owner is responsible for maintaining their vehicle insurance and for any injury to anyone or physical damage to their vehicle, another vehicle, resulting from its use for a GGC sanctioned activity. | | | | | | |
| What to bring *(Not enough space? Attach kit list to this form)* | | | | | | |
| Spending money: $ 0 | | | | Equipment: Notebook, Pen/ Pencil, Waterbottle | | |
| Food: none | | | | Other: toiletries | | |
| Clothing: casual guiding gear, pjs | | | | Kit list attached: Yes  No | | |

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| --- | --- |
| **For more info before the activity:** | **Contact information during the activity:** |
| Guider’s name: Miranda Sciberras | Guider’s name: Miranda Sciberras |
| Phone number: 416-926-2351 ext.6428 | Phone number: 416-926-2351 ext.6428 |
| E-mail: on-youthforum@girlguides.ca | E-mail: on-youthforum@girlguides.ca |