

To be completed by the Responsible Guider prior to undertaking Yellow and Red activities or International Travel Under 72 hours. See Safe Guide procedures for more information. **See Safe Guide for deadlines for submission of forms.**

Level/Activity (Check all that apply): **Yellow** **Red** **International U72 Hours** **TPSP** **Water Activity**

Unit: _____		Today's date: _____	
Activity/event/camp: Co-Op Camp 2018		Activity start date: Sept 28, 2018 Time: 6:00 pm	
		Activity end date: Sept 30, 2018 Time: 12 noon	
Responsible Guider: _____		iMIS #: _____	
Address: _____			
<small>Street</small>	<small>Town/City</small>	<small>Prov.</small>	<small>Postal Code</small>
Home phone: _____		Bus. Phone: _____	
		Cell phone: _____	
E-mail: _____			
Participants are from: <u>Guiding & Scouting in Ontario</u>		Cost per girl: _____	
<small>District(s)</small>		<small>Area (In Ontario community)</small>	
Anticipated # of: Sparks:	Brownies:	Guides:	Pathfinders:
			Rangers:
Extra Ops: _____		Age range: _____	
Others (specify): _____		Supervisors: _____	

Adults in attendance: <small>(If additional space is needed, list additional supervisors and attach on a separate sheet. Attach a list of all adults in attendance.)</small>	iMIS #	Guider Yes	Non-Member PRC Yes No		Role: first aider, substitute group leader (as required by Safe Guide) ; general supervision, cooking, specific activity supervision and if applicable include copies of qualification. See Safe Guide requirements for non-members for overnights and if volunteering regularly.
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aider <input type="checkbox"/> Copy of certificate(s) is attached <input type="checkbox"/> Certificate is in GGC database (iMIS) <input type="checkbox"/> Health care professional Other
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Substitute group leader
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Home Contact Person (when applicable – camps, day trips away from the community, travel touring, international travel, wilderness tripping, etc.)

Name: _____ Member: yes no iMIS #: _____

Home phone: _____ Bus. phone: _____ If non-member A.7. submitted Yes

Cell phone: _____ E-mail: _____ Fax: _____

Location

Name of facility, park, trail system, lake system, etc.: Scouts Canada Camp Manitou

If using a facility, address info has been provided on Activity Plan (SG.1) Yes (must be provided)

If tripping, general area of trip: _____

Have any of the supervisors been to this location/facility/site before? Yes – When? _____
 No – How will/was information about the facility/site/area (be) obtained? _____

List activities or plans related to this event/location (use information provided to parents on SG.1):
Team Building co-operative games, as well as karaoke, a dance and a movie.

Conditional Activities These activities have insurance conditions and the SG.5 must be signed. (See Safe Guide Appendix)

alpine skiing/snowboarding
 horseback riding
 rock climbing
 scuba diving
 surfing at a beach or waterfront
 whitewater rafting
 water skiing
 TPSP boating

Activity Planning Chart – indicate with a ✓ the factors that relate to your activity.

Factors Affecting Activity Planning	Activity Level		
	Green	Yellow	Red
PEOPLE			
Attending a GGC Large Group Event	<input checked="" type="checkbox"/>		
Girls in groups unaccompanied during a portion of an event (See Key Terms)*		<input type="checkbox"/>	
Use of a Third Party Service Provider (see Key Terms) Refer to the Third Party Service Provider Activity Guide			
PLACE			
Transportation:			
Arranged by parent/guardian	<input checked="" type="checkbox"/>		
Arranged by unit using public transportation (transit, taxi, bus, charter bus, train, ferry, commercial boat tours)	<input type="checkbox"/>		
Arranged by unit using personal vehicle or rented vehicle (car, van, truck)		<input type="checkbox"/>	
Commercial air travel			<input type="checkbox"/>
Location of activity:			
Regular unit meeting place	<input type="checkbox"/>		
Private home or community / public location (e.g., fire station, library, park)	<input type="checkbox"/>		
ENVIRONMENT			
EMS response time: (See Key Terms)			
EMS response available within 30 mins	<input type="checkbox"/>		
EMS response 30 mins up to 1 hour		<input checked="" type="checkbox"/>	
EMS response time greater than 1 hour and less than 4 hours			<input type="checkbox"/>
EMS response time greater than 4 hours			<input type="checkbox"/>
Food preparation:			
Preparing food / cooking in typical kitchen	<input type="checkbox"/>		
Girls cooking on a camp stove, campfire or BBQ		<input checked="" type="checkbox"/>	
Equipment: (See Key Terms)			
Ordinary equipment	<input checked="" type="checkbox"/>		
Specialized equipment		<input type="checkbox"/>	
Power equipment			<input type="checkbox"/>
ACTIVITY			
Situation specific:			
Activity takes place overnight (regardless of duration)		<input checked="" type="checkbox"/>	
Adventure activities (See Key Terms)			<input type="checkbox"/>
Water Activities:			
Swimming/boating in a public pool or waterpark where the facility provides aquatic supervision (Refer to the Swimming Planning Guide)	<input type="checkbox"/>		
Other water activities (swimming or boating) Refer to the Swimming or Boating Planning Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel/International Travel:			
Travel touring in Canada 72 hours or more (See Key Terms)			<input type="checkbox"/>
International travel (crossing the border) under 72 hours. Refer to the International Travel Under 72 Hours Activity Guide		under 72 hrs	<input type="checkbox"/>

Forms for Activity Acknowledgement /Approval

The following documents are attached:
 Activity Plan (SG.1)
 Emergency Response Plan (SG.4)

As required the following are also attached:
 Water Activity Plan (WA.1) if required
 Activity Facilitator Certification or Qualifications
 Waiver (SG.5) if adventure* or a conditional activity*.
 Itinerary and/or Adventure Activity Trip Plan (SG. 6) if relevant

For Third Party Service Provider* activities include:
 Third Party Service Provider Interview Checklist (SG.7)
 Information about the TPSP is attached OR TPSP web address _____

Parent/Guardian Permission

The following forms have been completed and provided to parents/guardians:
 Activity Planning form (SG.1)
 Parent/Guardian Permission (SG.2) with additional details about the activity as necessary.
 Waiver (SG.5) if adventure* or a conditional activity*
 Personal Health Form (H.1)

***See Key Terms in Safe Guide for definitions of these terms.**

I will coordinate the Safe Guide procedures for this activity taking place on (date): Sept. 28-30, 2018

At (Location as listed on page 1 of this form): Camp Manitou Scout Camp

Signature of Responsible Guider: _____ Date: _____

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

Acknowledgement:

Yellow Activities
The Activity Assessor has received the relevant forms listed above (and any other documents she requested). We received notification she is aware of our plans.
Name of assessor: _____
Acknowledgement received by: <input type="checkbox"/> Phone <input type="checkbox"/> In person <input type="checkbox"/> E-mail <input type="checkbox"/> Fax <input type="checkbox"/> Letter
Date received: _____
Attach copy if E-mail, Fax or Letter

Approval:

Red Activities and International U72 Hours
The Activity Assessor has received relevant forms listed above, including attachments; has reviewed the materials and gives approval to proceed as planned.
Name of assessor: _____
Signature of Activity Assessor _____
Phone: _____ Date approved: _____
E-mail: _____