

**Forms Retention**

All forms listed below are held at the Provincial Office; we collect these forms in January and in June each year. **Each Unit is responsible for forwarding these forms to the Provincial Office.** Please store your documents in an envelope with this document and indicate below what documents and how many are included in the envelope. **Do not include any other documents in the envelopes other than the ones listed below.**

Unit: \_\_\_\_\_

Guider: \_\_\_\_\_

Date of package submission: \_\_\_\_\_

| New Safe Guide forms   |      | Number of copies of:  |      |      |      |      |      |      |       |       |      |     |        |      |      |      |  |
|------------------------|------|---|------|------|------|------|------|------|-------|-------|------|-----|--------|------|------|------|--|
|                        |      | INS.01<br>(as required)   | SG.1 | SG.2 | SG.3 | SG.4 | SG.5 | SG.6 | H.3   | H.4   | H.5  | H.6 | IT.1-8 | WA.1 | WA.2 | WA.3 |  |
| Formerly called        |      |   |      | OA.1 | C.2a | OA.5 | C.8  |      | OA.2a | OA.2b | OA.3 | C.9 |        |      |      |      |  |
| Name of Event/Activity | Date | <p><b>DO NOT SEND TO PROVINCIAL OFFICE</b></p> <p>Please note that the INS.01 is now sent directly to National as per page 28 of the Safe Guide "<u>ALL Incident Reports must be sent directly to National Office within five (5) days from the date of the incident. Fax (416) 487-5570 or mail to 50 Merton Street, Toronto, ON M4S 1A3, Attention: Finance &amp; Administration Department.</u>"</p> |      |      |      |      |      |      |       |       |      |     |        |      |      |      |  |
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**SG.1:** Activity Plan – **SG.2:** Parent/Guardian information and permission to participate – **SG.3:** Activity Notification or Authorization – **SG.4:** Emergency Response Plan – **SG.5:** Release, waiver and assumption of risk – **SG.6:** Adventure Activity Trip Plan – **H.3:** Medication record – **H.4:** First aid treatment record – **H.5:** Wellness statement – **H.6:** First aid examination checklist for wilderness out-trips – **IT.2:** Intent to travel internationally – **IT.3:** International group trip authorization – **IT.4:** International group trip Guider application – **IT. 5:** Parent/Guardian permission for international travel – **IT.6:** Release, waiver and assumption of risk for international group travel – **IT.7:** Sample guarantee of financial responsibility for international group trips – **IT.8:** Application for WAGGGS introduction card – **WA.1:** Water Activity Authorization – **WA.2:** Individual Swim Test Verification – **WA.3:** Group Swim Test Verification