



GIRL GUIDES OF CANADA – ALBERTA COUNCIL FORMS RETENTION REPORT

AB-Council.05

All forms listed below are filed at the Provincial Office or designated location; these forms are collected in January and June or as needed. Each unit is responsible for forwarding these forms to their iMIS homes. Please store your documents in an envelope with this document and indicate below what documents and how many are included in the envelope. Staple or clip forms for each event/activity together. **Do not include any documents in the envelope other than those listed below.**

Unit iMIS #: _____ Unit Name: _____ District: _____ Area: _____

Guider name: _____ Guider iMIS # _____

Date of package submission: _____

****Please note – Form numbers in italics are from *Safe Guide 2004* – bolded numbers are from *Safe Guide 2008***

Name of Event/Activity	Date	Number of copies of:														Event app. (separate envelope)		
		SG.1	SG.2 <i>OA.1</i>	SG.3 <i>C.2a</i>	SG.4 <i>OA.5</i>	SG.5 <i>C.8</i>	SG.6	SG.7	H.3 <i>OA.2a</i>	H.4 <i>OA.2b</i>	H.5 <i>OA.3</i>	H.6 <i>C.9</i>	H.7	WA.1	C.7a: C.7b <i>OA.4: C.2b Disc.</i>			

SG.1: Activity Plan **SG.2 (OA.1):** Parent/Guardian Information & Permission to participate **SG.3 (C.2a):** Activity notification **SG.4 (OA.5):** Emergency Response Plan **SG.5 (C.8):** Release, Waiver & Assumption of Risk **SG.6:** Adventure Activity Trip Plan **SG.7:** Third Party Service Provider Interview Checklist **H.3 (OA.2a):** Medication Record **H.4 (OA.2b):** First Aid Treatment Record **H.5 (OA.3):** Wellness Statement **H.6 (C.9):** First Aid examination Checklist for wilderness out-trips **H.7:** Medications Consent **WA.1:** Water Activity Authorization **C.2b, C.7a, C.7b, OA.4: Discontinued**