



## APPLICATION INSTRUCTIONS Guiders

Please read these instructions carefully before filling in the international trip application. It provides important information on how to correctly complete the application as well as how your application will be assessed.

### **Application forms**

A complete application consists of:

- A completed Adult Member application form (Parts A to G fully completed)
- Two reference forms completed (one from a GGC Member and one from outside of Guiding)

### **Adult Member Application form**

- Please read all forms carefully and answer the questions specifically and completely.
- A separate application form must be completed for each event you are applying for.
- Because the application form is photocopied for the selection process, please print, using black pen, or type in the space provided.
- Applicants may complete the form in either English or French.

#### *Part A. Personal Information*

- All Sections must be completed for an application to be considered.
- If there was an interruption in your Guiding Membership, you may indicate the reason if you would like.

#### *Part B. Participant Agreement*

- Participant agreement must be read and signed, indicating applicant's understanding of her responsibilities if she is accepted for a nationally-sponsored trip.

#### *Part C. Guarantee of Financial Responsibility*

- All nationally-sponsored trips are fully subsidized through the Jean Youngson Memorial Bequest to the Canadian World Friendship Fund (CWFF).
- Incidentals that occur over and above the actual trip costs, such as telephone calls to girl participants, meals en route, etc., are not covered by the CWFF and the applicant must agree to cover these costs.
- Fundraising by Adult members of Girl Guides of Canada-Guides du Canada is not permitted as per the fundraising policy.

#### *Part D. Referees*

- Names and contact information for your two references (who will fill out the associated reference forms) must be given. This is very important in the event that a reference form is not received for an application.



#### *Part E. Self Evaluation*

- Applicants must rate all items in the self-evaluation section – leaving an item blank will result in an application not being considered.

#### *Part F. Relevant Experience*

- In order to qualify for a nationally-sponsored trip, an applicant must:
  - Have experience supervising a group of adolescents, including overnight.
  - Meet all physical requirements outlined on the event fact sheet
  - Have camping experience if a camp is involved

#### *Part G. Trip Interest*

- An applicant must clearly answer all points in this section.
- The applicant's response must not exceed 600 words for all points in Part G.

### **Adult Member Reference Forms**

- Adult Reference forms must be received separately from the Member's application form.
- The same reference forms may be used for more than one event within the same year. The person providing the reference should clearly indicate all the event names on the Reference form.
- The applicant should choose a non-Guiding reference who has known her well enough and long enough to be able to evaluate her in the listed areas.
- The applicant should provide both her Guiding reference as well as her non-Guiding reference with the reference form, the Event Fact Sheet(s) as well as a stamped addressed envelope. It is the applicant's responsibility to check with her province to whom the application and reference should be sent. If camping is involved, choose a Guiding referee who is familiar with the applicant's camping skills.

### **Application process**

- Applicants should check with their province as to when application forms are due and ensure that they send their application in by this date – late applications will not be considered.
- Applicants should also ensure that their referees know the application deadline and can forward the reference forms by this date.
- Applications will be assessed according to Parts E, F and G of the application form and the applicant's two reference forms.
- Applicants will be informed by national if they have been accepted for the event.

**Note:** In order that as many Members as possible have the opportunity to participate in nationally sponsored international events, Members selected may participate in these events as follows:

- Once as a girl
- Once as a young adult (the young adult category is usually between the ages of 18 and 25, but may vary)
- Once as an adult