

**GIRL MEMBERSHIP REGISTRATION FORM**

Girl iMIS #	
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**Parent/Guardian:** Please complete pages 1, 2, 3, & 4 of this form and submit them as soon as possible to secure your daughter/ward's registration. We are unable to hold space in a group for your daughter until you speak to a Girl Guides representative and we sort out the payment of your membership fee. For more information, please contact [info@girlguides.ca](mailto:info@girlguides.ca) or call 1-877-564-6188 during regular business hours.

**Please retain pages 5 & 6 (Code of Conduct) for your reference.**

FOR OFFICE USE ONLY			
Unit iMIS #		Unit Name	Parent iMIS #
Date Rec'd	Date Paid	<input type="checkbox"/> Payment Enclosed	Amount Paid
Payment details			

Girl Member Contact Information						
First Name		Middle Initial		Last Name		
Birthday	Month	Day	Year	Email		
Address	Apt./No		Street (incl. P.O. Box or R.R. No.)			
	City		Province/Territory	Postal Code		
I want to join:	<input type="checkbox"/> Sparks (5-6)	<input type="checkbox"/> Embers (7-8)	<input type="checkbox"/> Guides (9-11)	<input type="checkbox"/> Pathfinders (12-14)	<input type="checkbox"/> Rangers (15-17)	<input type="checkbox"/> Lones / Virtual
Preferred Unit:	If you know which unit you'd like to register with, please list it here:					
<b>Primary Parent/Guardian*</b> <small>* GGC's primary contact person for all purposes</small>				<b>2<sup>nd</sup> Parent/Guardian</b>		
First Name				First Name		
Last Name				Last Name		
Telephone	Home			Telephone	Home	
	Work				Work	
	Cell				Cell	
Email				Email		
<b>Emergency Contact</b> <small>Not a custodial parent/guardian and not a resident in girl's home</small>						
First Name				Last Name		
Telephone	Home			Work	Cell	

**Accessibility Needs:** If your daughter/ward has any disabilities that may require accommodations, disclosing them will help us place her in a unit or activity that best meets her needs. If you wish to discuss any accommodation needs with a GGC representative to help find the best unit for your daughter, you can contact us at [info@girlguides.ca](mailto:info@girlguides.ca) or 1-877-564-6188.

**Use of Information**

In order to ensure we are continually improving our programs and activities, GGC may periodically contact girls to ask for their ideas, opinions and feedback.

Please check the box if you **do not** give us permission to contact your daughter/ward.

*We protect and respect your privacy. Your personal information is used only for the purposes stated on or indicated by the form. For complete details see our Privacy Statement at [www.girlguides.ca](http://www.girlguides.ca) or contact your provincial office or the national office for a copy.*

## Parent/Guardian Consent and Membership Agreement

### General Consent Statement

Guiding activities are organized according to set standards and guidelines for activity management including supervision, training, equipment, and health matters. These standards are documented in Safe Guide: Activity Planning and Safety Management and are available upon request.

During a typical Guiding activity, your daughter/ward may participate in activities, supervised by her Guider, which may include, but are not limited to:

- Arts and crafts (use of scissors, glue, small craft materials)
- Active games (physical activities that may involve balls, running, skipping, jumping, tossing, etc.)
- Swimming at a public swimming facility that provides lifeguards
- Use of equipment (for science experiments, crafts, games, cooking, etc.)
- Active outdoor activities in the community (cookie sales, walking tours, skating, nature walks, etc.)
- Excursions to local points of interest (museums, parks, fire halls, etc.)

In all activities there is an element of risk. While Girl Guides of Canada and your daughter's/ward's Guider(s) take reasonable precautions to minimize these risks, this is no guarantee against injury or loss.

Some of the risks associated with typical activities include (but are not limited to): scrapes, cuts or bruises; sprains,

strains or possible broken bones; exposure to communicable disease; illness from known or unknown sources; theft or loss of possessions; unforeseen injuries from activities, equipment or actions of your daughter/ward, other participants or other people, including negligent actions.

You will occasionally need to provide your daughter/ward with equipment or clothing appropriate for the activity.

From time to time, unscreened adults who are not Members may assist with the supervision of your daughter's/ward's unit activities under the direction of a Guider. Our procedures do not permit a girl to be left alone with an unscreened adult.

Some activities may take place in the community. These may be within walking distance or may require a different drop-off or pick-up location. When activity locations require alternate drop-off or pick-up or other transportation arrangements, the Guider will provide you with the details.

From time to time your daughter/ward may attend activities or events (e.g., camps, trips, or special outings or events) that would be in addition to the activities outlined above. Your permission will be required for these specific activities/events. If this occurs your daughter/ward's Unit Guider will send home additional information about the planned activity or event.

### Membership Agreement

By signing this agreement, I confirm that I understand, agree with and consent to the following:

- Girl Guides of Canada–Guides du Canada (GGC) is a volunteer organization for girls and women, and I will support my daughter/ward and her Guiders in their activities throughout the year.
- I agree that my daughter/ward will participate in the sale of Girl Guide Cookies, the primary fundraiser for GGC.
- I understand my responsibility in making sure my daughter/ward arrives and is picked up on time for meetings and other activities.
- I have read and understand the Code of Conduct, and I agree that my daughter/ward and I will abide by it and uphold its terms. I will also inform any other parent(s)/guardian(s) of my daughter/ward who will interact with GGC that they must also abide by it and uphold its terms.
- Units that meet in the province of Quebec (including those that are considered part of Ontario Council) meet in English.
- I understand that there is a degree of risk involved in GGC's activities and after carefully considering all the risks that may be involved, I freely and voluntarily assume any and all risks associated with Guiding activities on behalf of my daughter/ward not limited to those risks explained in the General Consent Statement

As a custodial parent/guardian of \_\_\_\_\_ (Name of Child) I authorize my daughter/ward to participate as a Member of Girl Guides of Canada-Guides du Canada and I acknowledge that GGC intends to rely on this Parent/Guardian Consent and Membership agreement.

Signature of custodial Parent/Guardian:		
Name (please print)	Signature	Date

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<b>Member's Name</b>	
<b>Member iMIS #</b>	
<b>Province</b>	

**Consent to Collect Data**

At **Girl Guides of Canada – Guides du Canada (GGC)** we are committed to protecting the privacy of our members, donors, and non-member participants, and support a general policy of openness about how we collect, use and disclose personal information. GGC collects personally identifiable information, such as your email address, name, home or work address or telephone number. By completing this form, you acknowledge on your behalf and that of your child/ward, you consent to the collection, use and disclosure of your personal information for the purposes of the Guiding program such as but not limited to communication, administration and operation of the Guiding program and positional duties, and event registration.

For more information see GGC's [Privacy Statement](#)

NOTE: It is mandatory that you complete this section. Please check and sign to confirm your selection.

I consent to my and my child/ward's information being collected.

**Signature of parent/guardian:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Relationship to child/ward:

\_\_\_\_\_

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<b>Member's Name</b>	
<b>Member iMIS #</b>	
<b>Province</b>	

**Image Release**

This release is for the use of all Members of Girl Guides of Canada-Guides du Canada (GGC). It will remain in effect until girl/youth Members reach the age of majority. This information will be recorded in iMIS, the Girl Guides of Canada's membership database. **To change consent, you must complete a new IR.1.**

During activities, representatives of Girl Guides of Canada-Guides du Canada, Guiders, Members, non-member participants and staff may take photographs or otherwise record events. These photographs and recordings are sometimes submitted to GGC to be used to promote Guiding. Please advise us if you are willing to have your child or ward's image and voice used for promotional purposes by GGC, as indicated below.

*I give permission to the Girl Guides of Canada-Guides du Canada to photograph and record my child/ward's image and voice on still photographs, motion picture film, audio tape, video tape or digital media and to use this material, and/or similar material provided to GGC by me or third parties involved in Guiding events, in whole or in part, now and in the future, through the media of television, film, Internet, multi-media presentation, radio, audiotape, videotape, in printed form and display form for the promotion of Guiding. I, on behalf of my child/ward assign and transfer to Girl Guides of Canada-Guides du Canada any and all proprietary rights, including copyright, and waive all personality rights, which my child/ward may have in this material.*

*Girl Guides of Canada-Guides du Canada is only responsible for official uses of photographs and recordings. Any personal uses by Guiders, Members and non-members outside of the promotional uses outlined above are not monitored by or the responsibility of GGC.*

NOTE: It is mandatory that you complete this section. Please check and sign to confirm your selection.

**As a custodial parent/guardian of (name of child/ward):** \_\_\_\_\_

I give my permission as set out above                      OR                       I DO NOT give my permission as set out above

<b>Signature of custodial Parent/Guardian:</b>		
Name (please print)	Signature	Date

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PLEASE DETACH THIS PAGE AND RETAIN FOR YOUR RECORDS.

DO NOT RETURN WITH YOUR SIGNED APPLICATION

## Code of Conduct

(Revision: December 9, 2010)

*This Code of Conduct is an integral part of involvement with Girl Guides of Canada-Guides du Canada (GGC). This Code of Conduct requires all Members, all volunteers, all employees, and all parents and guardians of Members to:*

1. Refrain from words, actions and behaviour – in any medium – that demonstrate disrespect for other Members, volunteers, employees, or the family members of such individuals.
2. Uphold GGC's reputation and integrity by ensuring that their conduct, whether in person, online, or otherwise, brings honour and dignity to GGCs.
3. Be vigilant in ensuring an environment that is safe and protects girl and adult Members, volunteers and employees from emotional, physical, verbal and sexual abuse.
4. Respect other Members', volunteers' and employees' rights to privacy and the confidentiality of their personal information.
5. Act with honesty and integrity when dealing with property, monies and any other assets belonging to GGC.
6. Respect and abide by the laws of Canada and of the relevant Province or Territory.
7. Treat Members, volunteers, employees and Members' families fairly, knowing that GGC does not tolerate unlawful discrimination on the basis of race, national or ethnic origin, citizenship, colour, religion, sex, age, mental or physical ability, political beliefs, socio-economic status, health-related status, sexual orientation, marital status, or any other grounds enumerated in the human rights legislation of the jurisdiction in which the individuals involved are located.

*In addition, Members, volunteers and Employees will:*

8. Subscribe to the principles of the Promise and Law of GGC and adhere to GGC's bylaws, policies and procedures.
9. Fulfill their roles and responsibilities as stated in their position descriptions (where applicable) and act within the limitations of their authority in the discharge of their duties.
10. Diligently maintain the confidentiality of any information regarding GGC that they have obtained in the course of performing their roles in Guiding and that is not generally available to the public.

Girl Guides of Canada-Guides du Canada reserve the right to take action regarding any breach of the Code of Conduct.

### Understanding the Code of Conduct

The code of Conduct sets clear standards of respectful behaviour for the Guiding community of girl members and their parents/guardians, adult members, volunteers, and employees. With the Code of Conduct comes a responsibility to follow its standards by being a good example and supporting others in doing the same.

Lines between a person's personal life and employment/volunteer role are often blurred. Members, volunteers or employees need to keep in mind how their words and actions during or outside of GGC activities may impact the organization's reputation.

For more information on interpreting the Code of Conduct and some basic Dos and Don'ts, please go to Understanding the Code of Conduct.

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## The Code of Conduct and You

(March 2011)

The stated values for Girl Guides of Canada (GGC) are stipulated in the Promise and Law, and are further reinforced by the Code of Conduct. Being a part of the Guiding community, you – girl Members and their parents/guardians, adult Members, volunteers, and employees – have the right to participate in an environment that is respectful, safe, and positive. With this right comes the responsibility to ensure a respectful, safe and positive experience for everyone involved in Guiding.

### **Each person involved with GGC has roles and responsibilities with respect to the Code of Conduct:**

- Uphold the principles of the Code of Conduct and be personally accountable for your actions and behaviour.
- Hold each other accountable for actions and behaviour.
- Use open, clear and respectful communication to resolve issues.
- Take prompt and reasonable action to address issues in a timely manner to avoid unnecessary escalation, and seek assistance if necessary.
- Be a role model for others, especially for our girl Members/daughters/wards.

### **Adult Members working with girls are expected to:**

- Share and explain the Code of Conduct to the girls in their Unit, and together establish a common understanding of the Code of Conduct as it applies to their Unit;
- Educate themselves on GGC policies and procedures;
- Explain to non-member volunteers, and parents/guardians, the policies and procedures relevant to their interaction with GGC;
- Communicate regularly and meaningfully with parents/guardians
- Maintain consistent standards of behaviour for all girls.

### **Parents/guardians are expected to:**

- Encourage and assist their daughter/ward in following the Code of Conduct;
- Ensure that other parent(s)/guardian(s) of their daughter/ward are aware of the Code of Conduct, and of their responsibility in following it in their interactions with GGC;
- Support the efforts of GGC and its adult Members in maintaining an environment where all can enjoy Guiding;
- Communicate regularly and meaningfully with the Unit Guiders of their daughter/ward's Guiding unit

### **Girl Members are expected to:**

- Participate in programming with their Unit Guider to learn about the Code of Conduct and our standards of behaviour.

The Code of Conduct policy is available on the GGC website, from adult members or from provincial offices.

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