**PROVINCIALLY SPONSORED TRIP INSTRUCTIONS FORM**

**ADULT MEMBER**

**How to complete the application**

This application has two sections, the instructions (Section I) and the application form (Section II).

Section I: Instructions

The first section explains how to complete the application and reviews the application process.

Section II: Application Form is to be submitted online. Complete and submit this section as instructed in Section I.

**SECTION I: INSTRUCTIONS AND APPLICATION PROCESS**

Please read these instructions carefully before filling in the application form. This document 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 (all sections fully completed)
* Two completed reference forms (one from a member of Girl Guides Canada and one from outside of Guiding). Both references must have reached the age of majority in NB/PEI and not be relatives of the applicant.

**Adult Member application form**

* Please read all instructions and questions carefully and answer the questions completely.
* The application must be completed online. Once completed the form will be submitted electronically to the NB/PEI Provincial International Adviser.
* Applicants may complete the form in English or French.
* The application and both references must be submitted by the deadline to be considered. Deadline is noted on Provincially Sponsored Trip Fact Sheet.
* Guiders must complete their own application form. We suggest that they receive assistance from another Guider, International Adviser or Commissioner if necessary.

*Personal Information*

* All sections must be completed for an application to be considered.

*References*

* Names and contact information for your two references (who will fill out the associated reference forms) must be given. This is important, if a reference form is not received for an application, the application will not be considered complete.

**Adult Member Reference Forms**

* Guiders must provide their reference’s names, phone numbers and email addresses with their application. One from a member of Girl Guides Canada and one from outside of Guiding. Both references must have reached the age of majority in NB/PEI and not be relatives of the applicant. An email will be sent to each reference asking them to complete the online reference form.
* Reference application forms can be found on the provincial website under International – Travel Opportunities, submitted references will remain anonymous.
* The applicant should choose a **non-Guiding** reference who has known them well enough and long enough to be able to evaluate them in the listed areas. Using a person outside of Guiding gives a more rounded picture of you as an applicant. This person will know you in a non-Guiding setting.
* It is the applicant’s responsibility to ensure that their references complete the submission on time. Trip applications will not be considered completed until both references have submitted their recommendations. If necessary, the applicant may need to contact their references and remind them of the deadline to ensure their completed applications are submitted on time.
* Applicants may be asked to provide their references with the travel fact sheets and trip relevant information.
* References deadline is noted on the Provincially Sponsored Trip Fact Sheet.

*Self-evaluation & Relevant Experience*

* Applicants must provide a specific example of how they have demonstrated each quality or skill. Answers may not exceed 75 words for each question.

*Trip Interest*

* An applicant must clearly answer all points in this section. The applicant’s response must not exceed 500 words

*Trip Specific Question*

* An applicant must clearly answer all points in this section. The applicant’s response must not exceed 500 words

**Participant Agreement**

I understand that by submitting this application and if selected, GGC will be making a significant financial contribution for my participation in this event. Considering that:

1. I will prepare for this experience as required.
2. I will positively represent GGC to all persons I meet throughout this experience.
3. I understand that I will be expected to share my experiences within GGC, as may be further specified, upon my return.
4. I agree to be an active member of GGC for a minimum of one year following the trip. If I do not do so, I agree that I will reimburse GGC for 50% of the actual subsidy for this event.
5. I will adhere to the roles and responsibilities expected of the event’s Guiders.
6. I agree to all the items outlined on the General Qualification Guidelines for Provincially Sponsored Events.

**Guarantee of Financial Responsibility**

I understand that I am required to cover any costs that occur over and above the provincially subsidy provided by GGC-NB/PEI Council. I guarantee financial responsibility over and above that provided by GGC-NB/PEI Council. I understand that I am permitted to fundraise.

Note: Guiders are encouraged to fundraise for the remainder of their trip costs. Fundraising guidelines are available on Member Zone (ask your Guider to help you access these): <https://memberzone.girlguides.ca/C4/Funddevelopment/Document%20Library/Fundraising%20Guidelines.pdf>

**Application process**

* Applicants will complete the online application form. The form will be sent directly to the Provincial International Advisor.
* Applicants should also ensure that their references know the application deadline and that they submit their references electronically by the deadline. Applications will not be considered complete until all questions are answered, and references are submitted.
* Applications will be assessed according to the answers provided in the application form and the applicant’s two reference forms.
* Applicants will be informed by email if they have been accepted for the event.

Note: To provide as many members as possible with the opportunity to participate in provincially sponsored trips, members are eligible to partake in one trip as follows:

* Once as a girl
* Once as a Guider

*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.*