

# **FORMS RETENTION SHEET**

## **(to be affixed to your envelope)**

**Unit:** \_\_\_\_\_ **District:** \_\_\_\_\_ **Area:** \_\_\_\_\_

**Activity/Event:** \_\_\_\_\_ **Date of Activity/Event:** \_\_\_\_\_

**Contact/Responsible Guider:** \_\_\_\_\_

1. Place all forms related to the event/activity that must be submitted (see below) in a manila envelope.
  2. Affix this sheet to the front of that envelope.
  3. Indicate on this label the unit information above, and then below place a checkmark under "Enclosed?" next to the type of forms inside the envelope.
  4. Submit to your iMIS home (Bridging Rivers Area office, Southern Horizons Area office or provincial office).
- Submit the forms listed below **immediately following the event/activity** for which they were created:

<b>Enclosed?</b>	<b>Form</b>	<b>Description</b>
	H.3	Medication Report
	H.4	First Aid Treatment Record
	H.5	Wellness Statement
	H.6	First aid examination checklist for wilderness out-trips
	H.7	Medications Consent
	IT.3	International group trip planning guidelines
	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
	SG.1	Activity Plan
	SG.2	Parent/Guardian Information & Permission for Organized Activities
	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
	SG.7	TPSP Interview Checklist
	SG.8	Travel Pre Authorization
	WA.1	Water Activity Authorization
	FR.1	Application for Fundraising Approval
		Other Event/Activity Application Forms

If you have any questions regarding forms not listed on this sheet, please consult "Instructions for Unit Guiders on Forms Retention" and "Instructions for Commissioners/Advisers on Forms Retention".