

FORMS RETENTION SHEET **(to be affixed to your envelope)**

Unit: _____ District/Division: _____ 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 (Saskatoon – Saskatoon Area; Regina – Regina Area; all other Areas – Provincial office). **NO FAXES.**
- Submit the forms listed below **immediately following the event/activity** for which they were created:

Enclosed?	Form	Description
	H.3	Medication Report
	H.4	First Aid Treatment Record
	H.5	Wellness Statement
	H.6	First aid examination checklist for wilderness out-trips
	IT.2	Intent to travel internationally
	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
	IT.8	Application for WAGGGS introduction card
	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
	WA.1	Water Activity Authorization
	WA.2	Individual Swim Test Verification
	WA.3	Group Swim Test Verification
		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".