



REFERENCE GUIDELINES Girl Member

Thank you for agreeing to provide a reference for this nationally-sponsored travel opportunity. Your contribution plays a large part in the selection committee's ability to evaluate each application.

How to Use the Form

This form has two sections:

Section I: Instructions

The first section explains how to complete the reference and reviews the reference process. It is for reference only and should not be submitted with the reference form, Section II.

Section II: Reference Form

Complete and submit this section as instructed in Section I.

Note that ONLY Guiding members are asked to complete Section B of the Reference Form.

Complete the reference form in any of the following ways:

- Fill it in online and print it off or email it directly to the address provided by the applicant (see below) – <http://forms.girlguides.ca/default.aspx>. Use the Word version of the STG.2. There is a limited amount of character space available for each question.
- Fill it in by hand. The applicant should provide you with the form to complete. Please ensure that your entries are very legible. Please do not attach additional sheets.

CONFIDENTIALITY: References are intended to be confidential and must not be seen by the applicant or members or her family. They should be received in one of three ways:

- Sent separately to Area/Provincial International Adviser or provincial office – applicants are requested to provide you with a stamped, addressed envelope to allow you to do this.
- Sent separately to the Area/Provincial International Adviser or provincial office by email from your own computer – applicants are requested to provide you with the relevant email address.
- Returned to the applicant in a sealed envelope signed across the flap.

The selection committee will be looking for the girl(s) best suited for this particular event. Below are some of the basic qualifications for travellers to help you in writing your reference. The applicant should also provide you with a short description of this event so that you can relate specific examples to the program being offered.

Qualifications

The applicant must:

- Be in good health and meet the physical requirements for the event.
- Know how to take care of herself and her personal belongings.
- Have a knowledge and understanding of the Girl Guide program, including the Promise and Law.
- Have experience being away from her family.
- Have an understanding of, and be able to communicate to others, her knowledge of her own community, province and country.



- Be able to adapt to new situations and be open to various aspects of a new culture.
- Be willing to assume responsibilities.
- Be socially and emotionally mature and prepared for things to be different than at home.
- Be a good representative of Girl Guides of Canada-Guides du Canada.
- If a camping event/trip possess good camping skills

Suggestions for completion of Section B (page 2 of the STG.2)

- Please DO NOT use the girl's name on this page of the application.
- In the space provided, please give your honest, detailed comments and **specific examples** about the applicant in the areas required. The more specific examples you can provide, the better the screeners and selection committee will develop an understanding of the applicant. This results in a better score for the applicant.



REFERENCE FORM
Girl Member

The applicant is to give a copy of this form and the trip/event fact sheet to each of her two references (whom have reached the age of majority in the province of the applicant, and neither of whom are relatives):

- 1. The applicant's Guider
2. A non-Guiding reference

Reference forms should be sent directly to:

Name of applicant: _____

Event(s) applying for: _____

Reference information:

Form containing fields for Name (Last name, First name), Signature, Date (year/month/date), Address (No., Street, Apt. No., P.O. Box or R. R. No., City, Province/Territory, Postal Code), Phone (Home, Business, Cell, Fax), Email address, Relationship to applicant, and Length of time you have known applicant.



PLEASE NOTE: THE APPLICANT'S NAME SHOULD NOT APPEAR IN THE FOLLOWING SECTIONS

Section A

Do you fully believe the applicant is a suitable candidate for this event? Yes No

Please describe why you think this candidate would or would not be suitable for this event(s). Please give examples.

• How does she get along with her peers?

• How does she get along with adults?

• How does she show she is adaptable?

• How does she show she is open to new situations?

• How does she show she is comfortable being away from her family?

• How does she show that she is respectful of people's differences?

• How does she demonstrate that she is eager to learn new things?

• How does she show her emotional and social maturity?



- How does she demonstrate her ability to make responsible choices about her health and well-being?

- How does she show her commitment to Guiding?

*This question is for the Guiding reference:

- How does she demonstrate her knowledge of Girl Guides of Canada and of the World Association of Girl Guides and Girl Scouts (WAGGGS)?



For Guiding reference to complete:

Section B

Please comment on the applicant's camping skills (e.g. taking care of herself and girls in a camping environment, coping with inclement weather, cooking skills, type of camping experience, taking care of personal gear and patrol gear, etc.) and her skills when overnight away from parents.

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 or contact your provincial office or the national office for a copy.