

# Online Camping And Adventurous Activity Applications

Girl Guides Victoria are continually looking for new methods to update and improve our processes for our volunteer members.

A new online camping and activity application process has been designed to be user friendly , time efficient and environmentally friendly. Our application will work on many technology platforms from PC's, Apple products and Android devices which are connected to the internet.

This system is now LIVE, which means that when you hit "submit", your application will be submitted to Girl Guides Victoria.

## Who can use the online application process?

Any adult member of Girl Guides Victoria can submit an application for a camp or adventurous activity online provided they nominate a Leader in Charge who holds current qualifications.

Online applications can be used for Unit, District or Region events.

Youth members who are being assessed for Camping Achieve-a-Challenge level three will still need to submit an OUT.01 paper application.

## Information and items required before you begin your online event application

- Name of Leader In Charge
- Date of intended camp or activity
- Location of your event
- Name of your Assessor if your camp is an assessment
- Names of all adult staff attending and their roles on the event (eg. First aid, Cook, etc)
- Number of youth attending (if unsure please input the maximum number who could attend)
- A copy of your risk assessment saved to your device or computer in a PDF or word document

**Make sure you have all this information as once the application has been started you are unable to save your work to come back to it later.**

Once the application is submitted a confirmation of submission email will be sent to the Leader in Charge and their district manager. A copy is also sent to GGV who will assess the Risk Management document and review the application details.

**Events are automatically approved after three business days from the date of submission unless GGV contacts the applicant prior.**



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## Frequently Asked Questions

### Do I need my District/ Region Manager to sign or acknowledge my application?

**No.** GGV understands the inconvenience many leaders faced trying to get their paperwork signed prior to submitting their paperwork to GGV head office. By removing the need for signatures, applications can be submitted to head office earlier. District Managers will receive a confirmation of submission email when leaders in their district use the online application system.

### Am I able to substitute or add leaders to my application after I have submitted it online?

**Yes.** You will not be able to amend your application online after submission. Please email a [venture@guidesvic.org.au](mailto:venture@guidesvic.org.au) with the changes to be made to your event.

### Can I still submit my application if I haven't finished my risk assessment?

**No.** You must submit all information and your Risk Assessment at the time of application.

### Should I be concerned if I see a red cross next to volunteer names?

**No.** The online application program instantly checks membership status, qualifications and security checks of your event staff. If a red cross appears it means a check has expired or will expire prior to the event date. GGV will contact the LIC to discuss their event application.

**85283** Adult TestRecord  
X CPR  
✓ Camping qualification  
✓ First aid  
✓ Police check  
✓ Working with children

### Can I select more than one unit to attend the event?

**Yes.** You may select multiple units attending by pressing the 'add unit' button and selecting the additional units. You can also select the entire District or Region attending.

### Which girl guide units, districts, or regions may be participating?

Add units, districts, or regions that may be participating in your event.

- |   |                        |                           |                    |
|---|------------------------|---------------------------|--------------------|
| 1 | <b>Unit</b>            | Central Group Volunteers  | GGV, Central Group |
|   | <a href="#">Remove</a> | <a href="#">Change...</a> |                    |
| 2 | <b>Region</b>          | Southern Region           |                    |
|   | <a href="#">Remove</a> | <a href="#">Change...</a> |                    |
| 3 | <b>District</b>        | Glen Eira District        | Southern Region    |
|   | <a href="#">Remove</a> | <a href="#">Change...</a> |                    |

[Add unit, district, or region](#)

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## Frequently Asked Questions

### How will I know if my application has been submitted successfully?

A confirmation pop up box will appear on your screen after selecting the send button. You will be provided with a reference number and information on who the application has been automatically emailed to. If you see the pop up box then your application has been submitted and it is safe to close your internet page.

A do not reply email will be sent to your email address attached to your Girl Guide profile on our database.

Your camp application has been submitted. You will receive an email with the details of your camp application.

Your reference number is **28**

The following email has been sent to:

Adult Test Record - Event LIC  
Janet Withers - Region manager for Southern Region  
Julie Armstrong - District Manager for Glen Eira District

**Reference Number on the pop up box**

**EXAMPLE**

Event Application

Event summary

Application reference 28  
Event type Outdoor (established) (OUT04AE)  
Start date 2017 / 12 / 15  
End date 2017 / 12 / 17

Location

Name Britannia Park Guide Campsite  
210 Britannia Creek Road WESBURN, VIC, Australia, 3799

New event application #28 Inbox x

donotreply@guidesvic.org.au  
to me

**Event Application**

**Event summary**

Application reference	28
Event type	Outdoor (established) (OUT04AE)
Start date	2017 / 12 / 15
End date	2017 / 12 / 17

**Location**

Name Britannia Park Guide Campsite  
210 Britannia Creek Road WESBURN, VIC, Australia, 3799

**Reference Number in the confirmation email**

I can't see where to apply for an Activity only event or Sleepover.

#### For Sleepovers

All Sleepovers are classified as an event lasting less than 24hours with accommodation indoors. Please select the Indoor Event and Overnight options.

#### For Activity Only (both indoor and outdoor)

Please select the Indoor Event and Single Day Option.

## What type of event would you like to run?

### I would like to run: \*

- An *indoor* event
- An *outdoor* event
- An *expedition*

Select the indoor event option for Sleepovers and Activity only events

### The duration for my event will be: \*

- Single day
- Overnight

#### Can I submit my OUT.03 camp report online?

**No.** Currently the program only allows for application submissions. Girl Guides Victoria is looking in to online after camp reporting. Until then please use the OUT.03 camp report form.

#### Our camp will have people sleeping indoors and outdoors. The online application only allows one accommodation type to be selected. What should we do?

It is a requirement by GGA that two camp qualified leaders are appointed LIC for the camp. Both leaders will need to submit a camp application and at the end of the event both their camping qualifications will be endorsed.