

**SAFE GUIDE ASSESSOR COMMUNICATIONS  
Nova Scotia Process**

**SG8: Travel Preauthorization: Inter-Provincial (over 72 hours) and International**

Safe Guide is GGC's process for helping Guiders be consistent and systematic in their risk Management which is administered through Safe Guide Assessors.

Under the direction of the Provincial Safe Guide Adviser, the Safe Guide Assessors and Inter-provincial and International Assessor(s) review and assess the SG8: Travel Preauthorization form to ensure overall safety of Members participating in those activities.

The Safe Guide Assessor(s) provides preauthorization of all travel, before beginning detailed planning or travel. The respective Assessor communicates with the Area Commissioner, Responsible Guider and Provincial office staff. The following reflects the process for communication and the information sharing between the Assessor and the Office Staff once Safe Guide papers are received from the Responsible Guider (RG).

**SG8: Travel Preauthorization**

<b>Customer Service Representative (CSR)</b>	<b>Safe Guide Adviser or International SG Assessor</b>
<ul style="list-style-type: none"> <li>• CSR Identifies: Interprovincial (over 72 hrs) / International Travel:               <ul style="list-style-type: none"> <li>• Forwards PC for approval to proceed with SG Assessor process.</li> </ul> </li> <li>• PC advises CSR to proceed or hold.               <ul style="list-style-type: none"> <li>➢ If not proceeding                   <ul style="list-style-type: none"> <li>○ PC advises CSR and RG of decision.</li> </ul> </li> </ul> </li> </ul> <p><b>If proceeding CSR:</b></p> <ul style="list-style-type: none"> <li>• assigns Tracking # and records in Office Tracking Log located on OneDrive.</li> <li>• From IMIS the CSR verifies:               <ul style="list-style-type: none"> <li>• RG is a current full member</li> <li>• Identifies members who have taken "Trip / Travel Training" as noted in imis.</li> <li>• Forwards ALL documents received and includes the Tracking number and Assessor initials in subject line and identifies the Area Commissioner (with email address) to Inter-Provincial or International Safe Guide Assessor, cc: PC, AC, Provincial SG Adviser, International Adviser and RG.</li> </ul> </li> <li>• CSR files acknowledgement from Assessor as received.</li> <li>• RG's calling in for updates will be given contact information for the respective Assessor.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessor/Adviser acknowledges receipt of SG.8 via return email to CSR within 2 business days.</li> <li>• Assessor/Adviser acknowledges receipt of SG.8 via email or phone to RG no later than 3 business days after receipt of paperwork from CSR.</li> <li>• Assessor/Adviser reviews paperwork received using the Assessor Checklist and determines:</li> <li>• SG.8 is complete               <ul style="list-style-type: none"> <li>○ Signs SG.8 and forwards to RG</li> <li>○ Keep records of all e-mails and correspondence for 6 months.</li> <li>○ cc's International Adviser, PC &amp; Area Commissioner and Safe Guide Adviser as appropriate</li> </ul> </li> <li>• SG.8 is incomplete               <ul style="list-style-type: none"> <li>○ Assessor/Adviser contacts AC / RG for resolution on incomplete information.</li> <li>○ Continues to work/mentor with AC / RG until assessment is complete for Travel Preauthorization or it is denied.</li> </ul> </li> <li>• Assessor/Adviser will attempt to sign off the SG.8 - Travel preauthorization within 14 days for Provincial/Interprovincial Travel and 21 days for International Travel from date of receipt to the RG with a cc to the Safe Guide Adviser/International Adviser/AC and PC as required.</li> <li>• Assessor continues to work with AC / RG for SG3</li> </ul>
<b>IMIS</b>	<b>Safe Guide Adviser</b>
<ul style="list-style-type: none"> <li>• Forms received with a Tracking number are immediately entered into IMIS.</li> </ul>	<ul style="list-style-type: none"> <li>• Regularly checks the Safe Guide Tracking log located in OneDrive addressing issues or concerns</li> </ul>

