

### Introduction

This document contains important information on Quest. All Guiders attending Quest are asked to read this entire document to ensure they are aware of how Quest works.

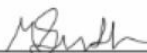
<b>Quest Information</b>	Please visit the <a href="http://girlguides.ns.ca">girlguides.ns.ca</a> web site under <a href="#">Camping -&gt; Quest</a> to find Quest 2023 documents, including Safe Guide forms.
<b>Accessibility and Inclusion</b>	Girl Guides of Canada recognizes and values the richness of human diversity in its many forms, and therefore strives to ensure environments where all members can participate fully. If any members of your unit requires accommodation to be able to participate fully, please reach out to the Quest Registrar ( <a href="mailto:ns-quest@girlguides.ca">ns-quest@girlguides.ca</a> ) or Quest Responsible Guider ( <a href="mailto:ns-quest-rg@girlguides.ca">ns-quest-rg@girlguides.ca</a> ).
<b>Code of Conduct</b>	To ensure that our camp experiences are safe and enjoyable, all participants must abide by GGC Code of Conduct. Some examples of a breach of the Code of Conduct include but not limited to are name calling, rude behavior, being disruptive (especially at night) and not following camp rules. Failure to abide by this could result in parent/guardians being called for the youth to be picked up immediately, regardless of the time of day or night.
<b>Communicable Illness</b>	<p>As per Girl Guides of Canada guidelines on communicable illness, all participants must complete the <a href="#">Illness Self-Assessment Check List</a> (found on Memberzone, under Guider Resources &gt; Safe Guide) prior to arrival at camp. If the self-assessment checklist indicates that they cannot attend in person activities, they will be unable to participate in the camp. Unit Guiders should confirm upon arrival, as they would for any activity, if the participant has completed their self-screening.</p> <p>If at any time a participant feels unwell, they should remove themselves from the event and contact a First Aider for further guidance.</p>
<b>Image Statement</b>	Photographs and/or videos may be taken at Quest. As you can appreciate with an event of this size, Girl Guides of Canada and/or the Quest organizing team cannot assume responsibility for photos/videos taken during the event for non-official purposes. Participants who do not have a “Yes” for their image release will have this identified on their nametag; however, it is recommended that all participants who do not wish to have their image recorded take responsibility for managing this for themselves.

### Registration Process

<b>Registration Process and Deadlines</b>	<p>The Registration Process is different this year.</p> <ol style="list-style-type: none"> <li>1. <b><u>Register for Quest – Deadline Friday, September 15, 2023</u></b>            Pathfinder Team Registration:  <a href="https://reg.eventmobi.com/ns-council-quest-2023-team-registration">https://reg.eventmobi.com/ns-council-quest-2023-team-registration</a>            At the time of registration, you do not need to have all participant information or paperwork. You are providing contact information for the unit, and number of teams             Project Registration:  <a href="https://reg.eventmobi.com/ns-council-quest-2023-project-registration">https://reg.eventmobi.com/ns-council-quest-2023-project-registration</a>            At the time of registration, you do not need to have all participant information or paperwork. You are providing contact information for the Project and Project details.             This will allow us to start planning earlier, which is especially important since we are at a new site.         </li> <li>2. <b><u>Participant Information – Deadline Friday, September 15, 2023</u></b>            Once participants (youth and Guiders) are confirmed, fill out the Quest Registration Template. This is an Excel file available from the registration form or from <a href="#">Camping - &gt; Quest</a>. Email the completed file to <a href="mailto:ns-quest@girlguides.ca">ns-quest@girlguides.ca</a>.             If you have someone who is a “maybe”, please include them on this form. It will be easier to remove someone than to add someone later.         </li> <li>3. <b><u>Paperwork - Deadline Friday, September 22</u></b>            Once collected, email SG2 forms, H1 forms and images to <a href="mailto:ns-quest@girlguides.ca">ns-quest@girlguides.ca</a>. If your unit has a girlguides.ca email, you can also share a folder with <a href="mailto:ns-quest@girlguides.ca">ns-quest@girlguides.ca</a> and we can download from there.             You do not need to have all forms and photos collected to start sending them. The sooner they arrive, the easier it will be for our Quest Registrar to manage sorting, cataloging and printing forms.         </li> </ol>
<b>Team and Project Names</b>	<p>The deadline for providing team and project names is Friday, September 22. After this date, nametags will be printed with the number as the name (i.e. – Team 99, Project 99), and there will be no changes made.</p>

<b>Late Registration</b>	<p>We understand that sometimes plans change and there may be a need for late registration. Additional participants can be accommodated up to Friday, September 22 – however, the request must come with:</p> <ul style="list-style-type: none"><li>• signed SG2 form</li><li>• signed H1 form</li><li>• photograph – file named for the Pathfinder (example: mary.jpg)</li><li>• details on the participants team/project so we can process their registration</li></ul>
--------------------------	---

### Safe Guide / Administration

<b>Safe Guide - Forms and Paperwork</b>	<p>All Safe Guide forms (SG1, SG2, SG3, SG4, etc.) are prepared by Quest Core Crew. Copies of Safe Guide forms are posted to the GGNS web site under <a href="#">Camping &gt; Quest</a>.</p> <p>For each youth participant, Guiders must submit clear and printable copies of the following:</p> <ul style="list-style-type: none"> <li>• signed SG2 form</li> <li>• signed H1 form</li> <li>• photograph – file named for the Pathfinder (example: mary.jpg)</li> <li>• ALSO – confirm that the youth is on your 2023/2024 Unit Roster</li> </ul> <p>Photos, SG2 and H1 forms must be submitted by Friday, September 22 – but <u>sooner is better</u>. You do not need to have these forms collected to register your unit/teams. In fact, we prefer you register as soon as participants are identified so we can start getting organized.</p> <p>All forms must be properly signed with either a signature, or a digitally signed document. A parent name typed into the form is not a proper signature and will not be accepted.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>Signature:  _____ ✓</p> <p>Signature: <u>Mary Smith</u> _____ ✓</p> <p style="font-size: 8px; margin-top: 5px;"><small>Digitally signed by Mary Smith Date: 2023.09.21 08:49:49 -0400</small></p> </div> <div style="text-align: center;"> <p>Signature: <u>Mary Smith</u> _____ ✗</p> <p>Signature: <u>Mary Smith</u> _____ ✗</p> <p style="font-size: 8px; margin-top: 5px;"><small>MISSING</small></p> </div> </div> <p>Units will be provided with an updated copy of the SG4 the week before camp, as well as a printed copy at check-in, and all Guiders should review this document.</p>
<b>Quest Participant Pathfinder Teams</b>	<p>Quest Pathfinder Participant Teams can include from 3 to 5 Pathfinders. Teams generally consist of 4 Pathfinders, and this is what we recommend for team size, as many projects are developed for 4 participants. If there is an extra member, the team may have to sit out a member at some project stations.</p> <p>Once your registration is processed, you will receive team number(s) for your Quest Teams.</p>

<b>Nametags</b>	<p>All participants will be loaned a nametag pouch by Girl Guides Nova Scotia. Participants must always wear their nametag. Anyone without a nametag will be escorted to Quest HQ to have a new nametag issued.</p> <ul style="list-style-type: none"> <li>• Every Pathfinder, Ranger and Bridging Member must have a copy of their H1, in a ziplock bag for waterproofing, stored in their nametag (H1 and baggie are to be provided by their unit).</li> <li>• Every Guider must have a copy of their H2, in a ziplock bag for waterproofing, stored in their nametag (H2 and baggie are to be provided by their unit/themselves).</li> </ul> <p>Units will need to return nametag pouches to Quest HQ on Sunday morning after Closing to receive their Quest Event crests. Nametags must be:</p> <ul style="list-style-type: none"> <li>• in good condition (no stickers, labels or writing)</li> <li>• empty</li> <li>• with strings tucked inside</li> </ul> <p>Please choose one person to do this – your entire unit does not need to come to return name tags.</p>
<b>Ratio &amp; Guider/Adult Requirements</b>	<p>Units are responsible for their own ratio (Yellow ratio of 1 Guider to 7 Pathfinders or 1 Guider to 15 Rangers). However, if you are over ratio (have too many youth), let us know and we will try and help.</p> <p>Every Unit must identify a Contact Guider, a First Aider and a Food Safety person. One person can fill more than one role (or all roles, as long as ratio is met) – for example, Mary can be the Contact Guider and Food Safety; with Jane as the First Aider. All Guiders must have a current PRC on file with iMIS to participate in this event, and First Aiders &amp; Food Safety must have qualifications on file with iMIS.</p> <p>All Units must have a Home Contact Person.</p> <p>All adult non-members staying the night must have an A7 and PRC on file with iMIS. A7 and PRC forms must be sent directly to GGC at <a href="mailto:screening@girlguides.ca">screening@girlguides.ca</a> by September 10. First Aid certificates and Food Safety not already in iMIS should be sent to <a href="mailto:memberunitsupport@girlguides.ca">memberunitsupport@girlguides.ca</a> by September 10.</p>
<b>Security</b>	<p>Quest Security and Core Crew will circulate on a regular basis throughout the weekend and can be contacted through Quest HQ. There will be security stations set up at various points for traffic control, etc.</p> <p>Please note that youth participants are required to use the buddy system at all times.</p>

<b>First Aid</b>	<p>On Saturday, first aid stations are staffed by Quest Core Crew to provide support for youth who may not be able to find Unit Guiders. From 10am to 10pm, a First Aid station will be set up near Quest HQ. There will be a second First Aid station at the top of the Project loop (location will be announced).</p> <p>Outside of this time, Unit First Aiders are responsible for first aid situations that may arise while at the tenting sites – but we are there to support as needed. If you require support for first aid or have an emergency situation, please let us know at Quest HQ.</p> <p>Units should have a first aid kit for use for their unit.</p> <p>Unit First Aiders are responsible for all medications over the weekend; please coordinate times to meet with teams that may have specific medication schedules throughout Saturday. Make sure to use the <b>Medication Plan and Administration Record (H3)</b> form.</p> <p><b>All Incident Report Form (INS01), Medication Plan and Administration Record (H3) and First Aid Treatment Records (H4) forms</b> completed throughout the weekend (Friday to Sunday) must be returned to either the Quest Responsible Guider, Registrar or Quest First Aid Coordinator (at Quest HQ) prior to leaving on Sunday.</p>
------------------	--

### Arrival and Check In

<b>Guider Arrival</b>	<p>Arrival time for Guiders is any time after 3:00pm on Friday. We are still working out the details of off-site parking, so plan to unload your supplies and equipment, and then drive to the parking area for a shuttle back to the site.</p> <p>When the first Guider arrives, please check in at Quest HQ to receive your Arrival Packet.</p> <p>This package will include:</p> <ul style="list-style-type: none"> <li>• nametags for all participants – return unused nametags at team/project registration</li> <li>• attendance list - to be filled out and returned when teams/projects register</li> <li>• site map &amp; team list</li> <li>• schedule</li> <li>• SG4</li> </ul>
<b>Youth Arrival (Pathfinders and Rangers)</b>	<p><b>The arrival time for youth participants is any time between 5:00pm and 8:00pm.</b> Please determine an arrival time within this time frame and communicate this to your unit. This should be based on when the Guiders can arrive on site, as it is important that at least one Guider arrives before any youth participants. We recommend you allow at least 45 minutes for Guiders to arrive, unload, check in and return from the staging/parking area before arrival time for youth participants. For example – Guider arrival 6:00pm, Pathfinder arrival 6:45pm-7:00pm.</p>
<b>Arrival Process</b>	<p>If you have attended Quest in the past, you'll know that arrival time can be busy! We ask everyone to keep the following in mind:</p> <ul style="list-style-type: none"> <li>• We are still working to finalize the details for arrival, and this will be announced as soon as possible.</li> <li>• Please be patient with us! Delays will happen but we are doing our best.</li> <li>• Unit Guiders are responsible for taking attendance using the attendance sheet provided in the Arrival Packet and turning this sheet in when they check in their teams.</li> <li>• If a youth participant arrives before their Guider, parents will need to wait at the staging area until the Guider arrives. Please remind parents to arrive at the scheduled time – not before!</li> <li>• Due to the size and nature of the camp, any late arrivals or early departures must be cleared by the RG in advance of camp. The deadline for this is Friday, September 22.</li> </ul>

<b>Team and Project Check In</b>	<p>Check In is held between 7:30pm – 8:30pm Friday night, at Quest HQ.</p> <p>Pathfinders: All team members and at least one Guider must be present when you check in. Teams are asked to check in as soon as all members have arrived. If you have multiple teams, there is no need to wait for all members of your unit to arrive, you can check in the teams individually.</p> <p>Rangers/Projects: All team members and at least one Guider must be present when you check in. One person from each Project team, plus 1 Guider per Unit, will attend a Project meeting at Quest HQ at 9:30pm.</p>
<b>Pathfinder Team Representative Meeting</b>	<p>One Pathfinder from each team, plus 1 Guider per Unit, will attend a Pathfinder Team Representative Meeting at Quest HQ at 9:00pm.</p> <p>At this meeting, the Pathfinder Team Representative will receive important information and reminders for Quest, including your teams’ starting project, and will have a chance to ask questions. Representatives should bring a pen and paper.</p>
<b>Ranger/Project Team Representative Meeting</b>	<p>One person from each Project team, plus 1 Guider per Unit, will attend a Project meeting at Quest HQ at 9:30pm.</p> <p>At this meeting, the Project Team Representative will receive important information and reminders for Quest and have a chance to ask questions. Representatives should bring a pen and paper.</p>



### Pathfinders at Quest

<b>How Quest Works</b>	<p>On Saturday at 9:30am all Pathfinder Participant Teams will meet for the Quest Opening Ceremony near Quest HQ. <b>Pathfinder Participant teams are to bring their flag to the opening ceremony</b> and afterward, place it in the grassy area. All teams will depart for the Project Loop in sufficient time to arrive at their starting project and be able to begin their “Quest” at 10am. Teams will spend the next twelve hours participating in various projects that will challenge their abilities in reasoning, leadership, teamwork and endurance.</p> <p>A Team can decide to finish their Quest at any time. Once they decide as a Team to return, they pick up their flag, check in at Quest HQ and return to their camp site. At this point, they are not permitted to re-enter the Project Area. Guiders facilitating projects should discuss with their participant teams strategies for the Pathfinders return to their tenting sites.</p>
<b>Quest Rules</b>	<p>Quest is a competition, and there are rules for team participation.</p> <ul style="list-style-type: none"> <li>- Teams may not receive assistance from Guiders or other adults at any time.</li> <li>- Teams will be scored at each project that they participate in and the team with the highest overall score will be the winner.</li> <li>- Teams act as a group at all times. <b>All decisions are group decisions.</b></li> <li>- Teams must be together at all times during competition.</li> <li>- Teams may not change members throughout the day.</li> <li>- Teams choose the order in which they complete projects. Teams will be assigned a starting project. Projects do not need to be completed in numerical order.</li> <li>- Teams may not return to the tenting area during the Quest.</li> <li>- Teams may not use a stove to prepare food during the Quest (as this would require assistance from your Guider). Hot water will be available at some project stations.</li> <li>- PLEASE REMEMBER: BE PREPARED! (warm clothes/rain gear etc.)</li> </ul>

### Projects at Quest

<b>How Quest Works</b>	<p>The Quest Opening Ceremony will be at 9:30am near Quest HQ. Project teams are welcome to attend if they can return to their project in time for a 10am start, but this is optional.</p> <p>Please do not allow teams to start projects prior to 10am.</p> <p>At 10pm, please evaluate the teams on what they have completed and close your project. At that time, can begin packing up your project. However, we ask that at least two people remain at your project location until Security has given the “all clear”.</p>
<b>Project Sites</b>	<p>All Project sites must be staffed from 10am to 10pm. If all teams have completed your project, you can pack up your things, however, at least one person must remain at the Project Site until Security has checked in and given the “all clear”.</p> <p>Before leaving your project site on Saturday night (if not staying) or Sunday morning, the Project Co-coordinator must do a site inspection so please keep this in mind before you leave your site.</p> <p>Projects are to be WELL LIT during the evening. Consider lighting the project marker so Pathfinders can easily find you.</p> <p>If you see any Quest team member littering, please call them out. They are responsible for their own garbage.</p>
<b>Project Supplies</b>	<p>Projects should bring all the supplies needed to run your project (will vary depending on the project). As well, we recommend:</p> <ul style="list-style-type: none"> <li>• A shelter or tent to keep dry in case it rains.</li> <li>• Camp chairs.</li> <li>• Lighting – project sites must be lit at night.</li> <li>• Clipboard &amp; pen/pencils for scoring. You may also want to consider a method (bag/cover) to assist with keeping this dry in the event of rain.</li> <li>• If possible, a camp stove and pot for hot water for yourselves and the Quest Pathfinder teams to make hot drinks or quick meals.</li> <li>• A large water jug to share with any Pathfinders that need to fill up their water bottles would be appreciated, and these can be refilled as needed at Quest HQ.</li> <li>• Remember that you won’t be running around like Team participants, so you’ll be more susceptible to getting cold. And this is a rain or shine event. Be Prepared with extra clothing, a blanket to wrap in and other items to keep you warm and dry.</li> </ul>

<b>Project Completion</b>	<p>Projects should be 20-30 minutes in length. Please ensure that your project can be completed within this time frame.</p> <p>Teams will be assigned a starting project, but after this first project can strategically choose the order in which they complete projects. Projects DO NOT need to be completed in numerical order.</p>
<b>Project Scoring</b>	<p>Teams will be scored at each project they participate in, and the team with the highest cumulative score will be the winner. A sample of the score sheet can be found attached with this package. Your project’s score sheets will be provided to you on Friday evening at the Project Meeting and are in a ziplock bag to keep them dry. Please note that each scoresheet has a TEAM NUMBER on it. Please make sure you are using the correct sheet for each team.</p> <p>One of the criteria on the scoresheet is team spirit. Points should be awarded based on team spirit – enthusiasm, a great intro, costumes or a great team attitude.</p>
<b>Use of Mobile Devices</b>	<p>Please do not use mobile devices in front of Pathfinders, except for timing the project or taking pictures (with Pathfinders permission).</p> <p>Pathfinders are not permitted to have phones during Quest (from 10am to 10pm). If you see a Pathfinder with a phone, please note it in the scoresheet.</p>
<b>Late Arrivals / Early Departures</b>	<p>We appreciate our Rangers and Guiders who come out to run Projects! We want to make it as easy as possible for you to participate in Quest.</p> <p>However, at a camp this size, it is very difficult to manage people coming and going at different times. If someone from your project needs to leave early, or arrive late for <u>unavoidable reasons</u>, please advise the Project Coordinator, Registrar or RG in advance of camp.</p> <p>All early departures or late arrivals must be approved by the Responsible Guider or Registrar no later than September 22.</p>