



BC Council

TIPS ON APPLYING FOR INTERNATIONAL EVENTS

Before you apply for any trips, it is important to understand the difference between Nationally sponsored events and Provincially sponsored events.

The application process is different for each. The [Nationally sponsored trip page](#), on National's website, is where applications are filled out and submitted online. Provincially sponsored event applications are found online, on BC's [International Opportunities](#) page, but submitted either by printing out and mailing, or scanning and emailing to your Area International Adviser. There are a number of forms which need to be filled out, but don't panic; your International Adviser is available to assist you!



Provincially sponsored international events, as well as a link to the Nationally sponsored events, can be found on the BC Girl Guides' [International Opportunities](#) page.

Every year, the Nationally sponsored and Provincially sponsored travel events for the following summer are posted on the National and BC websites, in the summer or early fall of the year prior to the event. The application deadline for these events varies, but it is usually in October of the year before the event. Make sure you take careful note of the application deadlines for the events you want to apply for, because applications submitted after that date will not be considered. Please note that the National deadline would be in the time zone for Ontario. Give yourself lots of time to work on your application – the BC International Committee recommends starting at least a month before the application is due.

Start by reading the Fact Sheets for the BC and National trips. There you will see if you are eligible for the trip. There are separate guidelines for girls and adult members. Look carefully at the eligibility requirements for the event, which will be listed on the event fact sheet. If you are a girl member, are you the right age for the event? Is it an event for which you have genuine interest? Sometimes it is better not to apply for an event at all than to apply for an event that doesn't actually interest you – there might be something more to your taste next year. Your level of enthusiasm for the event will come through in your application package.

The Nationally sponsored events have links to the Application Instructions and forms on that website. The BC website has links to application forms on the International Opportunities page. It is very important to complete the entire application form; do not leave any of the sections blank.

The following is information specific to Provincially sponsored events.

Part A – Personal Information: This is where you put your name, address, birthdate, phone #, cell phone #, iMIS #, email address, Guiding Area, and the number of years you have been a member of Girl Guides of Canada.

Part B – Participant Agreement: This is where you make sure you, as the applicant, have carefully read this section, signed it to indicate you understand your responsibility and dated it. It is also where you indicate for which trip you are applying.

Part C –Permission and Guarantee of Financial Responsibilities: For girl applicants, this section needs to be signed by your parent/guardian, giving you permission to attend the event for which you are applying. Furthermore, this guarantees your parent/guardian, or in some cases, your unit, area or other community group, will be financially responsible for the event costs which are invoiced to you as indicated on the Fact Sheet for the event. For adults this section is the agreement you will have with Girl Guides of Canada regarding your financial responsibilities for this event.

Part D – References: This is where you must indicate who you have asked to be your two references. This is very important in the event a reference form is not received.

Part E – Self Evaluation: Make sure you answer the questions that are actually being asked. Sometimes it is easy to write a lot but then realize you haven't answered the original question! It is very important to give specific examples for each question. When you are giving examples, think about the specific event for which you are applying. For instance, if you are applying to be a Guider at an event that will require you to take girls to a large European jamboree, and you are answering a question about showing leadership, you may wish to use an example from another camp instead of from an office setting.

Please give specific examples for each question! Sometimes it is better to choose one or two powerful anecdotes rather than a larger number that don't serve your needs as well. If you aren't sure which examples to use, read what you have written out loud to yourself. You might be surprised how different things sound when you read them aloud!

Part F - Relevant Experiences: Once again, make sure you answer all the questions, specific examples are important.

There are five questions/sections for Guiders and three questions/sections for Girl Members. These sections are specific to your role in this event. If your event involves camping, you must answer the question which asks about camping.

Answer the questions fully, giving as many details as possible.

Part G - Trip interest: This is your opportunity to tell the selections team why you are a great candidate for this event; sell yourself! Give examples! Explain how you will share your experiences with others. Make sure you state what you expect to contribute to the event, the country you will be visiting and the host family, if applicable. If you are applying for multiple Provincially sponsored events, you must complete a separate Part G and Part H for each trip – please note that you may only apply for ONE Nationally sponsored trip each year.

When you are working on Part G, you may wish to write a separate paragraph for each question that is asked. This will help you ensure that you have answered all the questions, and haven't missed anything.

This is your opportunity to convince the selections team that you are the best candidate for the event.

Part H – Trip Specific Question: You must also answer a question specific to the event, which will be set out on the trip fact sheet.

Reference forms: For the provincially sponsored events, the reference forms are on the website with the fact sheet and application forms.

Check the event fact sheet to ensure that you are meeting the requirements with the reference people you have chosen. Most events require two references (one Guiding and one non-Guiding), but some require only one. When you are selecting your references, choose people who know you well, who have seen you in a variety of situations, and who are able to write well in English. Give your references plenty of time to complete their task. When you give your references the reference form, also give them a copy of the fact sheet for the event for which you are applying. Take a few minutes to chat with your references about the event, why you want to attend, and perhaps refresh your reference's memory with some anecdotes that they can use in their reference form. Make sure your reference knows not to return the completed reference form to you. It must be submitted to your Area International Adviser in a stamped and sealed envelope, or, if you are submitting your application by e-mail, the completed reference can be emailed to your Area International Adviser in PDF format.

Remember, your local international adviser is a friendly resource who will help you and give you advice. Call or e-mail her today!

The selections team does not know whose application they are considering. It is your job to paint a picture of yourself with your words, references, experience, and enthusiasm!

Good Luck!

