



# Young Adult Application Instructions

We are so excited you've taken the first step in applying for a Young Adult Nationally-Sponsored Trip! Take a look at the instructions below before you begin your application. If you have any questions, check out the [FAQ tab on the webpage](#) or contact the National Travel Team at [nationaltravel@girlguides.ca](mailto:nationaltravel@girlguides.ca).

The application deadline is

## Tips before you get started

- ★ Make sure to review the eligibility requirements and Adventure Overview for each trip you're interested in applying for.
- ★ Members are eligible to participate once as an adult member participating in a WAGGGS event or GGC determined and endorsed event (unless determined otherwise necessary by the IC).
- ★ Your application will first be reviewed by a team of anonymous reviewers.
- ★ A thorough scoring system will be used to determine the application's suitability and whether it will move forward to the shortlist, to be assessed on an individual basis as trip opportunities become available.
- ★ All questions must be answered.
- ★ You can save your application and come back to it at any time before the deadline.



# Logging in to SurveyMonkey Apply

In order to submit an application, you'll need an account with [SurveyMonkey Apply](#).

If you have applied for a Nationally-Sponsored Trip or been a reviewer for travel applications in 2018, then you already have an account and should use the same account information to login.

To create a new account, visit SurveyMonkey Apply and select the green "Register" button in the top right-hand corner of the page. From there, you'll be asked to fill in some basic information including your name, email address and password. Please note: when entering your name, make sure you use your own name to create your account so that the account information matches the applicant information.

Once you have an account, you can log into the website at any time by opening the SurveyMonkey Apply Girl Guides Travel Program link - <https://ggtravel-apply.smapply.io/> - and logging in. The "Log In" button will be in the top right hand corner of the page.

## Application Sections

The application includes the following tasks:

1. **Personal Information**
2. **Participant Agreement**
3. **Guarantee of Financial Responsibility**
4. **Applicant Questions**
5. **CV upload**

You'll need to complete all the tasks in order to submit your application.

### 1 Personal Information

This task asks for general information such as your name, birthdate, address, email, phone number, and accessibility details. You'll also be asked to provide your Membership (iMIS) Number and Unit Name (for girl applicants). If you're having trouble finding this information, ask your Unit Guider for support.

### 2 Participant Agreement

This task lists the expectations and responsibilities of participants that are selected to go on a Nationally-Sponsored Trip. All applicants can sign this agreement using a computer mouse or touchpad.

### 3 Guarantee of Financial Responsibility

The Guarantee of Financial Responsibility outlines which travel expenses are covered by Girl Guides of Canada and which costs are incidental and not covered by the national subsidy. By signing the form, the applicant or applicant's guarantor agrees to be financially responsible for those trip fees not covered by Girl Guides of Canada. Additionally, they agree that the applicant will not fundraise for incidental expenses (e.g., spending money).



This section asks applicants about their specific trips of interest, background experience and connections to Guiding.

## 5 CV Upload

In this section, applicants are asked to upload an up-to-date CV (or resume) outlining their work and volunteer experience.

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### SurveyMonkey Apply – Important Buttons to Note

Each of the Application Sections requires you to complete a task. Each task will have two buttons at the bottom:

**Save & Continue Editing** – Select this to save the task and return to it at a later stage.

**Mark as Complete** – Select this to submit the task. You won't be able to submit the task until all fields are filled in. Once you've submitted a task, the system will mark the task COMPLETE and show as green. You still have the option to edit your answers as you wish.

On the left-hand side of the main page of your application, you will see one button:

**Review and Submit** – You will only be able to select this once you have completed all the application tasks. By selecting this, you will be able to review your application in full.

In the review stage, you will have two options:

**Back to Application** – If you want to make any changes while reviewing your application, you must select “Back to application” in the top left corner of the page to return to the application where you can edit your answers.

**Submit Your Application** – Once you review your application and are happy with it, select this to submit. You will not be able to make any more changes after you submit your application!

### Happy applying!

Don't forget to check out the [FAQs tab on the webpage](#) if you have any questions or contact the National Travel Team at [nationaltravel@girlguides.ca](mailto:nationaltravel@girlguides.ca) for additional support.

