



**REQUEST OF HEADQUARTERS STAFF FOR TRAINING**

Name of Guider: \_\_\_\_\_ NRIC: \_\_\_\_\_

School: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact No: \_\_\_\_\_ (Hp) \_\_\_\_\_ (Office)

**DATA PROTECTION**

Girl Guides Singapore (GGS) will hold and protect all your personal particulars in accordance with the terms of Personal Data Protection Act (Singapore). I agree to be contacted for training programmes/conferences and for my personal data to be transferred to trainers and conference/activity organisers for such purposes.

**Training Fee:** All payments must be made within 2 weeks after receiving confirmation from us or your application will be cancelled. No Refunds will be made for absenteeism  
Please provide us with the IFAAS ID number if you are making payment by IFAAS.  
Training materials will be provided.  
Please provide your own transport and meals.

Date of Training: \_\_\_\_\_ Venue: \_\_\_\_\_

No. of girls attending training: \_\_\_\_\_ (min 15 / max 20)

**Nature of Skills Training (Please tick)**

- |                                     |     |          |                       |
|-------------------------------------|-----|----------|-----------------------|
| 1. Pioneer (excludes map & compass) | ( ) | Full Day | \$20 per participant. |
| 2. Tent pitching                    | ( ) | Half Day | \$10 per participant. |
| 3. Outdoor Cooking                  | ( ) | Full Day | \$20 per participant  |
| 4. Map and Compass                  | ( ) | Half Day | \$10 per participant. |
| 5. Kitchen Shelter & Fire Altar     | ( ) | Half Day | \$10 per participant. |
| 6. Knots & Lashings & Gadget Making | ( ) | Half Day | \$10 per participant. |
| 7. Others (please specify)          |     |          |                       |

**Choice of Trainer (Please tick)**

- |                          |     |
|--------------------------|-----|
| 1. Mr Mail Ravanan       | ( ) |
| 2. Mr Ghazali Bin Jumaat | ( ) |

**Note: Please fill up Attendance List**

Payment Method: Cash/Cheque/IFAAS ( ) ID Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Guider

\_\_\_\_\_  
Date of Application

**\* Payment is to be made ONLY upon confirmation**



**Attendance List**

School: \_\_\_\_\_

Coy: \_\_\_\_\_

S/N	Name	NRIC	Attendance	Remarks

**FOR OFFICE USE ONLY**

Slot is available , please pay \_\_\_\_\_ by \_\_\_\_\_. ( )

Slot is not available, the next available date is \_\_\_\_\_. Confirmed/Cancelled

\_\_\_\_\_  
Acknowledged by Trainer / Date

\_\_\_\_\_  
Name of Trainer

**Payment Acknowledgment**

Payment Method: Cash/Cheque/IFAAS ( ) ID Number: \_\_\_\_\_

\_\_\_\_\_  
Amount Charged

\_\_\_\_\_  
Date of Payment

\_\_\_\_\_  
Payment Acknowledged (Finance)

\_\_\_\_\_  
Receipt Number