



## Process for Booking GPS Handheld Units

### Units:

17 Garmin e-Trex Legend units, a legacy of the provincial event 007-A Chance to Bond, are owned by Alberta Council.

- ❖ 8 'northern-based' units: (#10 - #17), are kept at the Provincial office
- ❖ 9 'southern-based' units: (#1 - #9) are kept in Calgary
- ❖ A record of the serial numbers is maintained at the Provincial office

### Who can use these?

Provincial committees, Areas, Districts or units may book these for their GGC events.

### Booking Procedure

- ❖ Members who wish to book the GPS units will contact the provincial office clerk ([officeclerk@albertagirlguides.com](mailto:officeclerk@albertagirlguides.com)) and use the '*GPS Handheld Units Booking Form*'
- ❖ The units may be booked in sets of 8.
- ❖ Both sets of 8 units can be booked for larger event use.
- ❖ The office clerk will contact the custodian of the southern-based units', with the pertinent information, if units are to be picked up from Calgary. Ie: a copy of the booking form
- ❖ The Office clerk will establish the pick up and return times, so as to allow time for the GPS units to be available for the next borrower.
- ❖ The custodian of the southern-based units will notify the office clerk when the GPS units have been returned. (return the completed booking form)

### Pick-up/Delivery of the Units

- ❖ The set(s) of unit(s) may be picked in person by the Member booking or by someone that has been named, by her, to do so.
- ❖ Units are returned to the location from which they came.
- ❖ The set(s) of unit(s) may also be mailed with the Member bearing the cost.
- ❖ Verify/confirm with the Member that **the correct number of units and the correct set**, the office has # 10 – #17, are taken and return.

### Mailing Process

- ❖ Units, when mailed, **must be insured for a value of \$150.00 per unit.**
- ❖ **Insurance must be in place for both directions of mailing.**
- ❖ The Member would be required to pay mailing costs prior to the office sending the parcel.
- ❖ The office would be required to provide the Member with a receipt for the mailing and insurance cost.
- ❖ Each set would be mailed in a light-weight but sturdy package; the metal suitcase container would never be mailed but available when units are picked up at the office.

### Other Notes:

- ❖ The Unit/District/Area booking the GPS Units are responsible for ensuring that the batteries are usable (ie replace if necessary)
- ❖ Any other problems with the GPS units should be noted on the booking form when the units are returned.