

ACTIVITY APPROVAL FORM

(view a sample at www.sdgirlscouts.org/safety)

Check all activities you will do during this outing. Click the links to review Safety Activity Checkpoints (SACs).

- [Archery](#)
- [Backpacking](#)
- [Bicycling](#)
- [Canoeing](#)
- [Caving](#)
- [Challenge Courses](#) (includes Ziplining)
- [Climbing or Rappelling](#)
- Contract over \$500
- [Cross-Country Skiing](#)
- [Downhill Skiing or Snowboarding](#)
- [Fencing](#)
- [Group Camping](#)-lodge, home
- [Group Camping](#)-tent or rustic
- [Horseback Riding](#)
- [Ice Skating](#)
- [In-line or Roller Skating](#)
- [Indoor Skydiving](#)
- [Kayaking](#)
- Out-of-Council Area
- [Outdoor Cooking](#)
- [Rowboating](#)
- [Sailing](#)
- [SCUBA Diving](#)
- [Skateboarding](#)
- [Sledding, Tobogganing or Snow Tubing](#)
- [Snorkeling](#)
- [Stand-Up Paddleboarding](#)
- [Surfing](#)
- [Swimming](#)
- Travel (see [Let's Go!](#))
- [Trip/Travel Camping](#)
- [Tubing](#) (river floating)
- [Waterskiing or Wakeboarding](#)
- [White Water Rafting](#)
- [Windsurfing](#)
- Other:

Why don't I see our activity?

- 1) Some activities, like simple field trips, are low-risk and do not require approval.
- 2) The activity is rare or new, and no checkpoints are written. Contact AC.
- 3) Other activities require special council approval or are NEVER approved. See [Volunteer Essentials Chapter 4](#) for a current listing.

Still not sure? Ask your activity consultant for guidance.

Safety is our number one priority! Always follow general safety guidelines found in Volunteer Essentials Chapter 4 Safety-Wise. For the "high risk" activities at left, follow the Safety Activity Checkpoints (SACs), found at www.sdgirlscouts.org/safety. Submit this form to your activity consultant at least **one month prior** to event.

Troop Number _____ # of girls attending _____ # of adults: female _____ male _____
 Service Unit _____ Program age level(s): Daisy Brownie Jr Cad Sr Amb
 Activity Dates _____ to _____ Total cost for all participants \$ _____
 Location _____

Average participant's skill level? *Beginner* *Intermediate* *Experienced*
 This activity is open to Troop/Group Individual Girls Families SU Reg Cluster Community

The SACs list specialized equipment and clothing for the activity, such as helmets, personal flotation devices, skis or boots with a 1/2" heel. What specialized gear is needed for your activity?

Safety Management Risk Reduction Recap		
First, identify dangers in your activity. What are three risks that could happen?	Second, what prevention will reduce these dangers? (See the SACs for hints)	Third, if those dangers do occur, what actions will lessen the impact?
1	→	→
2	→	→
3	→	→

Insurance Matters!

Girl Scouts requires its vendors and venues to carry liability insurance. Check the list at www.sdgirlscouts.org/insurance. If your vendor or venue is not listed, arrange for a certificate to be sent. Does your vendor/venue have insurance on file with council?

Your event may require additional insurance if you will leave council boundaries, include non-Girl Scout members or stay more than two nights. Coverage and information are found at www.sdgirlscouts.org/insurance. Have you assessed the need for additional insurance?

If first aider, lifeguard, certified instructor, camping qualified adult, etc., will be utilized, list the person and describe their qualifications, documented experience, etc. Check SACs for requirements.

Person	Certification, training or expertise (CPR, 1st Aid, Let's Camp, Backpack Instructor, Troop Tripping, etc)	Expiration Date

As the activity leader, I confirm that: _____ (initials) I will follow Safety Activity Checkpoints for this activity
 _____ (initials) The instructor/participant and adult supervision ratios are met
 _____ (initials) I have/will collected health history forms for all participants
 _____ (initials) The activity is appropriate to the girls' age level, skill level, experience and their physical and emotional condition

Submitted by _____ Phone _____ E-mail _____

Attach any forms that tell the AC more about your trip: sample permission form (required), waiver, itinerary, gear list, contract, etc. Do not sign any agreement/contract over \$500 naming Girl Scouts without approval.

For AC use: AC Name _____	Approved? _____	Date _____
Notes _____		

Paperwork and Training Necessities for Troop Activities

Service Unit Activity Consultant (AC) reviews the activities of the troops in the service unit. This volunteer is a safety advisor who may consult council staff to answer your unique safety questions. Your AC keeps copies of permission slips and tracks adult training records to help verify that your troop has the necessary experience, progression and training to participate in chosen activities. The AC will keep your Activity Approval Form and notify you if the activity is approved or not.

Training responsibilities can be shared within a troop, but the appropriately trained adult needs *to be present*. Higher trainings than those listed here may be required (for example, a Lifeguard during swimming activities). Find the list of training available and upcoming dates at www.sdgirlscouts.org/training. Follow the general guidelines in Volunteer Essentials, as well as specific guidelines in the appropriate Safety Activity Checkpoints (**SAC**, found at www.sdgirlscouts.org/safety). **If no Safety Activity Checkpoints are listed for your activity, contact your AC or the adult learning manager at (619) 610-0814**

Troop Meetings

Leader has completed Core Leadership Training, Welcome Meeting and Appropriate Age Level Training and has read [Volunteer Essentials](#) (especially Chapter 4: Safety-Wise)

In Leader Notebook:

- Parent Guardian Information* & Girl/Adult Health Histories*
- Permission to Give Over-the-Counter-Medication*
- Drivers are registered and approved, and have filled out Transporting Girl Scouts* form
- In-Town Contact list of emergency phone numbers including Council Emergency Contact Info: (800) 643-4798. After hours please call (866) 361-2327
- Accident/Incident Report Form* (blank)

Local Field Trip

- First Aid and CPR trained adult as noted in SAC
- Permission Slip* for each girl (sample copy sent to AC)
- No Activity Approval* needed (unless any specific activities require approval--see list on reverse)

Day Trip: Out of Council

- First Aid and CPR trained adult
- Permission Slips*
- Safety Management Plan*
- Activity Approval Form* to AC (due one month prior to outing)
- Additional Insurance required (due one week prior to outing; see www.sdgirlscouts.org/insurance)

Troop Overnights/Sleepovers

- First Aid and CPR trained adult
- Let's Camp trained adult (if girls do not cook)
- Let's Cook trained adult (if girls cook)
- Permission Slips*
- Safety Management Plan*
- Activity Approval* Form to AC

Encampments & Adventure Weekends (food and activities provided)

- First Aid and CPR trained adult
- Let's Camp trained adult
- Permission Slips*
- Activity Approval* Form
- Other items requested by the encampment director

Troop Tent Camping

- First Aid and CPR trained adult
- Let's Camp trained adult
- Let's Cook trained adult
- Let's Tent trained adult
- Permission Slips*
- Safety Management Plan*
- Activity Approval* to AC

Overnight: Out of Council

- First Aid and CPR trained adult
- Let's Camp trained adult (if tent camping or girls are cooking, Let's Cook and Let's Tent may also be required)
- Permission Slips*
- Safety Management Plan*
- Activity Approval* Form to AC (check "Out of Council" **and** appropriate "Group Camping" or "Travel" boxes)
- Additional Insurance required

Trips and Travel

- Troop Tripping trained adult for advanced travel. Consult the council booklet **Let's Go!*** for Trip and Travel planning, training and other requirements. Contact your AC or the adult learning manager at (619) 610-0814.
- See local and national resources at www.sdgirlscouts.org/travel
- Extended trips of over 3 nights or involving air travel should begin the approval process 12 months prior to departure, 18 months for international trips.

Signed Agreements and Contracts

Troop adults have the authority to sign agreements for use of facilities or activities if the total amount of contract is \$500 or less. Council approval is required for any contract naming "Girl Scouts" if more than \$500.

Note About Insurance:

Girl Scout membership includes accident insurance for activities in council boundaries which are less than 3 nights. Additional insurance is required for non-member participation, events out of council boundaries, or for extended events. See www.sdgirlscouts.org/insurance.

*Forms are all available on the San Diego Girl Scout website at www.sdgirlscouts.org/forms.