

## ACTIVITY APPROVAL FORM

The **Activity Approval Form** is a tool for outlining and researching appropriate activity planning for the troop or group and is documented communication and approval from your Service Unit Activity Consultant (AC) that your troop or group is following Girl Scout safety regulations for activities.

**Approval Process:** submit this form and a copy of one completed permission slip to your Activity Consultant (AC) at least one month prior to activity. **Do not mail this form to council offices.** Notify your AC if there is *ANY* change to a previously submitted Activity Approval or permission slip.

**Service Unit Activity Consultant (AC)** reviews the activities of the troops in the service unit. This person is a safety advisor who may consult council staff to answer your unique safety questions. Your AC keeps copies of permission slips and gets training reports from council 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 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 please follow the guidelines in Safety Activity Checkpoints ([www.sdgirlscouts.org/safety](http://www.sdgirlscouts.org/safety)). **If no Safety Activity Checkpoints are listed contact the outdoor education specialist (619) 610-0814.**

### Local Field Trip

- Permission Slips (copy sent to AC)
- First Aid and CPR trained adult
- No Activity Approval needed (unless required for specified high risk activity, see other side for list)

### Day Trip: Out of Council

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Additional Insurance Required (contact AC for information or [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance))

### Sleepovers (no girl cooking, cold prep only)

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Let's Camp trained adult

### Encampments (food and activities provided)

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Let's Camp trained adult

### Sleepovers (with girl cooking)

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Let's Camp trained adult
- Let's Cook trained adult

### Tent Camping

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Let's Camp trained adult
- Let's Cook trained adult
- Let's Tent trained adult

### Overnight: Out of Council

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Let's Camp trained adult (if camping, Let's Cook and Let's Tent may be required)
- Additional Insurance Required (contact AC for information or [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance))

### Trip and Travel

- Consult the council booklet *Let's Go* for Trip and Travel planning and requirements. Contact your AC or outdoor education specialist at (619) 610-0814.
- 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

- A council-designated representative's signature is needed if the wording "Girl Scouts" is used in any of these documents.
- 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 more than \$500.

Troop#: _____ Service Unit: _____	# girls: _____ # adults: _____ F____ M____	Program Age Level: B J C S A (circle all that apply)
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Dates: _____ Location: _____	Activity Type: _____ Specific Activities: _____	Total cost of activity: \$_____
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**Check all specific activities involved:**

<input type="checkbox"/> Archery	<input type="checkbox"/> Kayaking	<input type="checkbox"/> Snowshoeing
<input type="checkbox"/> Backpacking	<input type="checkbox"/> Overnight Camping (one night)	<input type="checkbox"/> Surfing
<input type="checkbox"/> Bicycling	<input type="checkbox"/> Overnight Camping (two night)	<input type="checkbox"/> Swimming
<input type="checkbox"/> Canoeing	<input type="checkbox"/> Rafting	<input type="checkbox"/> Travel Activity (domestic or international)
<input type="checkbox"/> Caving	<input type="checkbox"/> Rappelling	<input type="checkbox"/> Trip/Travel Camping (3 nights or more)
<input type="checkbox"/> Challenge Course	<input type="checkbox"/> Rock Climbing	<input type="checkbox"/> Tubing
<input type="checkbox"/> High Ropes Course	<input type="checkbox"/> Roller Skating/Ice Skating	<input type="checkbox"/> Water Skiing
<input type="checkbox"/> Horseback Riding	<input type="checkbox"/> Sailing	<input type="checkbox"/> Windsurfing
<input type="checkbox"/> Other _____	<input type="checkbox"/> Skiing/Snowboarding	

Activity requiring a signed agreement totaling \$500 or more \_\_\_\_\_ (specify) requires council approval.

**Participant skill level:**  Beginner  Advanced Beginner  Intermediate  Advanced Intermediate  Experienced

As the adult responsible, I confirm that I have reviewed all the relevant Safety Activity Checkpoints.  Yes  No

The instructor/participant ratios identified in Safety Activity Checkpoint for the program is met.  Yes  No

The activity is appropriate to the girls' skill level, their experience, and their physical and emotional condition  Yes  No

Describe specialized clothing or equipment being used (helmets, personal flotation devices, skis, boots with 1/2 heel, etc.)

Key identified risks and safety precautions planned: (feel free to attach additional information as needed)

Health histories are required for all troop activities. Do the Safety Activity Checkpoints also require health exams? **Yes No** Have you collected them for all participants? **Yes No**

Evidence of liability insurance may be required. Check with the AC to see if a current Certificate of Insurance is on file with the council. If not, have you arranged for one to be sent to the council? (see [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance) for information) **Yes No**

If first aider, lifeguard, certified instructor, program consultant, camping qualified adult, etc. will be utilized, list the person and briefly describe their qualifications. Certification dates, documented experience, etc. Check Safety Activity Checkpoints for requirements.

Person	Certification/training/expertise (CPR, first aid, Let's Camp, Backpack instructor, etc.)	Expiration

**I have attached a copy of the following:**

- Permission Form (mandatory)
- Copy of request for additional insurance (if required)
- Unsigned special agreements/contracts requiring a signature (bus, site use, waiver, vehicle lease, ski package, etc.)

**Do not sign any agreements/contracts before obtaining Activity Consultant approval.**

- Itinerary for advanced trips that cannot be fully described above. Include lodging and phone for each day and travel schedule (bus, train, plane, driving).

Submitted by:	Phone:	Activity Consultant Approval:
Date:	E-mail:	Date:

AC notes: