



# ACTIVITY APPROVAL FORM

Troop#: _____ Service Unit: _____	# Girls: _____ # Female Adults: _____ # Male Adults: _____	Program Age Level:    D   B   J   C   S   A (check all that apply)																									
Dates: _____ to: _____ Location: _____	Activity Type/s from list below:	Total cost of activity: \$ _____																									
Activities requiring approval (list in "Activity Type/s box above). Click to view Safety Activity Checkpoints: <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <a href="#">Archery</a>  <a href="#">Backpacking</a>  <a href="#">Bicycling</a>  <a href="#">Canoeing</a>  <a href="#">Caving</a>  <a href="#">Challenge Courses</a> (includes Ziplining)  <a href="#">Climbing or Rappelling</a>            Contract Over \$500 Requiring Signature  <a href="#">Cross-Country Skiing</a>  <a href="#">Downhill Skiing or Snowboarding</a>  <a href="#">Fencing</a> </div> <div style="width: 30%;"> <a href="#">Group Camping</a> (cabin, home or lodge)  <a href="#">Group Camping</a> (tent)  <a href="#">Horseback Riding</a>  <a href="#">Ice Skating</a>  <a href="#">In-Line Skating or Roller Skating</a>  <a href="#">Kayaking</a>            Out of Council Area  <a href="#">Outdoor Cooking</a>  <a href="#">Rowboating</a>  <a href="#">Sailing</a>  <a href="#">SCUBA Diving</a>  <a href="#">Skateboarding</a> </div> <div style="width: 30%;"> <a href="#">Sledding, Tobogganing or Snow Tubing</a>  <a href="#">Snorkeling</a>  <a href="#">Snowshoeing</a>  <a href="#">Surfing</a>  <a href="#">Swimming</a>  <a href="#">Travel</a> (hotels, hostels, planes, etc) See <i>Let's Go!</i>  <a href="#">Trip/Travel Camping</a> (2+ nights/locations)  <a href="#">Tubing</a> (floating down a river)  <a href="#">Waterskiing or Wakeboarding</a>  <a href="#">White-Water Rafting</a>  <a href="#">Windsurfing</a>            Other: _____         </div> </div>																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Average participant's skill level:</td> <td style="width: 30%;">Beginner</td> <td style="width: 30%;">Intermediate</td> <td style="width: 10%;">Experienced</td> <td style="width: 10%;"></td> </tr> <tr> <td>As the adult responsible, I confirm that I have reviewed <a href="#">Volunteer Essentials Chapter 4: Safety Wise 2011</a>.</td> <td></td> <td></td> <td></td> <td style="text-align: center;">Yes      No</td> </tr> <tr> <td>As the adult responsible, I confirm that I have reviewed all the relevant <a href="#">Safety Activity Checkpoints</a>.</td> <td></td> <td></td> <td></td> <td style="text-align: center;">Yes      No</td> </tr> <tr> <td>The instructor/participant ratios identified in Safety Activity Checkpoints for the activitie(s) are met.</td> <td></td> <td></td> <td></td> <td style="text-align: center;">Yes      No</td> </tr> <tr> <td>The activity is appropriate to the girls' skill level, their experience, and their physical and emotional condition</td> <td></td> <td></td> <td></td> <td style="text-align: center;">Yes      No</td> </tr> </table>			Average participant's skill level:	Beginner	Intermediate	Experienced		As the adult responsible, I confirm that I have reviewed <a href="#">Volunteer Essentials Chapter 4: Safety Wise 2011</a> .				Yes      No	As the adult responsible, I confirm that I have reviewed all the relevant <a href="#">Safety Activity Checkpoints</a> .				Yes      No	The instructor/participant ratios identified in Safety Activity Checkpoints for the activitie(s) are met.				Yes      No	The activity is appropriate to the girls' skill level, their experience, and their physical and emotional condition				Yes      No
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Describe any specialized clothing or equipment being used (helmets, personal flotation devices, skis, boots with 1/2 heel, etc.):																											
Key identified risks and safety precautions planned to minimize those risks: (feel free to attach additional information as needed)																											
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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, for any vendors or outfitters you are using. If not, have you arranged for one to be sent to the council? (see <a href="http://www.sdgirlscouts.org/insurance">www.sdgirlscouts.org/insurance</a> for information) <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"></td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> </tr> </table> Your event may require additional insurance if you will leave Council boundaries, include non-Girl Scout members, or lasts more than two nights. Coverage and Information may be obtained at <a href="http://www.sdgirlscouts.org/insurance">www.sdgirlscouts.org/insurance</a> .				Yes	No																						
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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 <a href="#">Safety Activity Checkpoints</a> and <a href="#">Volunteer Essentials Chapter 4: Safety Wise</a> for requirements.																											
Person	Certification/training/expertise (CPR, first aid, Let's Camp, Backpack instructor, Troop Tripping etc.)	Date																									
		Expires      Completed																									
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<i>I have attached a copy of the following:</i> 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:																											

# INSTRUCTIONS FOR COMPLETION

The Activity Approval Form is a tool for outlining and researching appropriate activity planning for the troop or group. It documents communication with--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. Keep a copy of the form for your records. *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.

To submit via hard copy: complete form and submit to your AC in person or by mail

To submit electronically: download form, complete on your computer, save to your computer, email to your AC

**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 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 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. Follow the guidelines in Safety Activity Checkpoints (SAC, found at [www.sdgirlscouts.org/safety](http://www.sdgirlscouts.org/safety)). *If no Safety Activity Checkpoints are listed for your activity, contact the outdoor education specialist (619) 610-0814.*

## Local Field Trip

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

## Day Trip: Out of Council

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Additional Insurance is required (see [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance))

## Overnights/Sleepovers

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Let's Camp trained adult (if girls do not cook)
- Let's Cook trained adult (if girls cook)

## Encampments (food and activities provided)

- Permission Slips
- Activity Approval
- First Aid and CPR trained adult
- Let's Camp 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 (check "Out of Council" *and* appropriate "Group Camping" or "Travel" boxes)
- 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 is required (see [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance))

## Trips and Travel

- Consult the council booklet *Let's Go!* for Trip and Travel planning, training and other requirements. Contact your AC or outdoor education specialist at (619) 610-0814.
- See Global Travel Toolkit resources at <http://www.girlscouts.org/forgirls/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

- 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.