

ACTIVITY APPROVAL FORM

Check all "higher risk" activities planned for this outing. Click the links to review Safety Activity Checkpoints (SACs).

Archery
Backpacking
Bicycling
Camping (incl. ANY overnight)
Canoeing
Challenge Courses
Climbing or Rappelling
Cross-Country Skiing
Downhill Skiing or Snowboarding
Fencing
Fishing or Ice Fishing
Horseback Riding or Vaulting
Indoor Skydiving
Indoor Trampolining (in a gym)
Kayaking
Out-of-Council Area (San Diego and Imperial Counties)
Outdoor Cooking
Recreational Tree-Climbing
Rowboating
Sailing
Segway
SCUBA Diving
Snorkeling
Spelunking (caving)
Stand-Up Paddleboarding
Surfing
Swimming
Travel (see Let's Go!)
Tubing (river floating)
Waterskiing or Wakeboarding
White Water Rafting
Windsurfing
Ziplining
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 or email training@sdgirlscouts.org

Instructions:

- Submit at **least one month** prior to any outing that includes the "higher risk" activities at left. See the [Safety Activity Checkpoints Matrix](#) to determine if the activity requires approval and if it's appropriate for your girls.
- **Attach** a sample copy of the Trip or Event Permission form, **and** any other supporting documents.
- **Follow** the online upload process at sdgirlscouts.org/approval OR email, mail or deliver the forms to your Activity Consultant (AC). Allow time for review. Do not make deposits or firm plans until approval is granted.
- Read the Introduction to [Safety Activity Checkpoints](#) and always follow the general safety guidelines found in [Volunteer Essentials Chapter 4 Safety-Wise](#).
- Find guidance on the reverse, or www.sdgirlscouts.org/safety. View a sample at sdgirlscouts.org/approval.

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

This activity is open to _____ Troop/Group _____ Individual Girls _____ Families _____ SU _____ Cluster _____ Community _____

Gear: The SACs list required, 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: Identify, Reduce, Respond

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 could lessen the impact?
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Insurance Matters!

Girl Scouts requires its vendors and venues to carry liability insurance. Check the list at sdgirlscouts.org/InsuranceCertificates. 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 sdgirlscouts.org/ActivityInsurance. Have you assessed the need for additional insurance?

If a 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	Expert certification, training or expertise (CPR, 1st Aid, Lifeguard, Let's Camp, Backpack Instructor, Troop Tripping, etc.)	Expiration Date, if any

As the activity leader, I confirm that: _____ (initials) All adults/drivers are background-checked GS members
 _____ (initials) I will follow Safety Activity Checkpoints for this activity
 _____ (initials) The instructor/participant and adult supervision ratios are met
 _____ (initials) I have 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 _____

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

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These things are ALWAYS needed:

Supervision and First Aid Kit	Paperwork (keep with you)	Training (at least 1 adult present)
Qualified, background-checked adults in appropriate ratios for # of girls	Health History and Annual Permission (for each girl); Adult Health History forms (for each adult)	Getting Started with Your Troop Milestones 1-3 or prior Core Leadership Training
Drivers agree to follow safety guidelines	Family Info sheet for each girl	Intro to Girl Scouts
First aid kit is on hand – hint: use a day pack and keep your paperwork in it, too.	Blank Accident/Incident Report	First Aid/CPR (basic)
	Emergency Card	Any other training indicated below
	Any other forms indicated below	
Parent/Guardian Permission Meetings: When parents/guardians sign up for a troop/group, they give consent for troop meetings at the regular place and time. Routine Activities: Parents/guardians MAY use the Annual Permission for Routine Activities to authorize field trips without “higher risk” activities (those that need approval). Troop leader must communicate activity details in an agreed method. See form for details. Activities with “higher risk.” (those that need approval) require a Trip or Event Permission Form for each girl. This form is also used for routine activities, if a parent/guardian does not grant annual permission.		
Progression and readiness + any activity-specific skills. Have girls and adults prepared for this adventure with gradual steps that build confidence and skill? Are their parents in agreement?		

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Now, check what else is needed for your specific activities

Your trip or event may have elements in more than one section.

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	Activity Approval (submit 1 + month before event)	Safety Management Plan	Family contact info & event details given to In-Town Contact	Activity Insurance enrollment	Vendor/venue liability insurance certificate on file with council	Basic Overnights	Let's Camp!	Let's Have a Campfire!	Let's Cook Out!	Let's Tent!	Wilderness First Aid
Troop meeting	M	M	N	N	M	N	N	N	N	N	N
In-council field trip where no activities require approval	N	Y	Y	M	M	N	N	N	N	N	N
Leaving council territory (SD or Imperial Counties) – also see Travel	Y	Y	Y	Y	M	Depends on plans-see below					
First troop overnight in the neighborhood	Y	Y	Y	M	M	Y	N	N	N	N	N
Council-hosted troop events, such as Adventure Weekends	Y	**	Y	***	N	Y	N	N	N	N	N
Council-hosted individual events, such as “She-” or “He and Me”	Girls register individually with council. Paperwork is handled directly with families. See event specifics.										
Service unit encampment (cabin lodging, food and program provided)	Y	**	Y	***	***	Y	N	N	N	N	N
Service unit encampment (other lodging/food/program arrangements)	Y	**	Y	***	***	Depends on plans-see below or ask director					
Troop cabin camping (no outdoor cooking)	Y	Y	Y	M	M	Y	Y	N	N	N	N
Campfire you will manage (any location or event type)	Y	Y	Y	M	M	Y	Y	Y	N	N	N
Outdoor cookout or outdoor cooking during any campout	Y	Y	Y	M	M	Y	Y	Y	Y	N	N
Troop tent camping	Y	Y	Y	M	M	Y	Y	Y	Y	Y	N
Other activities requiring approval, such as horseback riding or swimming (see reverse side or the Safety Activity Matrix)	Y	Y	Y	M	M	N	N	N	N	N	N
Location is 30 min or more from Emergency Medical Services	M	Y	Y	M	M	Depends on plans					Y
Travel: advanced domestic travel (includes leaving Calif., air travel or more than 3 nights) OR any international travel	See Let's Go! booklet at sdgirlscouts.org/travel for specific forms and deadlines. Take Troop Tripping 6+ months in advance. Allow additional time for approval.										
Backpacking, canoe or advanced high adventure trips	See details at sdgirlscouts.org/backpacking .										

Y = YES; you need this form or training

N = NO; you don't need it this time

M = MAYBE; the requirement varies based on event and activity specifics. Evaluate the need; contact your activity consultant or troop support specialist for guidance.

* A Trip/Event Permission Form must be used for all events that require approval. It must also be used for each trip or event if a parent/guardian does not wish to grant annual permission; other parents may still use the annual form.

** The camp or encampment director will develop the Safety Management Plan and will let you know if your input is needed. Ask for a copy and/or learn what elements of the plan you're responsible for.

*** The camp or encampment director will evaluate the need for insurance, and will enroll or obtain certificates if appropriate.

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Go! Have a great time! Be sure to reflect with your girls afterwards.