



Activity Approval Form

The activities below require approval. Check the ones you'll do during your trip or outing. Click the links to review Safety Activity Checkpoints (SACs).

- [Backpacking](#)
- [Camping](#) (incl. ANY overnight)
- [Hayrides](#)
- [Horseback Riding](#)
- [Indoor Trampoline](#) (in a gym)
- Out-of-Council Area (San Diego and Imperial Counties)
- [Outdoor Cooking](#)
- [Sailing](#)
- [Scuba Diving](#)
- [Snorkeling](#)
- [Spelunking](#) (caving)
- [Surfing](#)
- [Swimming](#)
- [Tethered Balloon Rides](#)
- [Travel](#) (see [Let's Go!](#))
- [Tubing](#) (river floating)
- [Waterskiing or Wakeboarding](#)
- [Windsurfing](#)
- Climbing & Adventure Sports**
- [Challenge Courses](#)
- [Climbing or Rappelling](#) (incl. slacklining, bouldering, indoor climbing walls)
- [Recreational Tree-Climbing](#)
- [Ziplining](#)
- Paddling & Rowing Sports**
- [Canoeing](#)
- [Corcl Boats](#)
- [Kayaking](#)
- [Rowboating](#)
- [Stand-Up Paddleboarding](#)
- [White Water Rafting](#)
- Target & Shooting Sports**
- [Air/BB Guns](#)
- [Archery](#) or 3-D Archery
- [Rifle, Shotgun or Muzzle-Load](#)
- [Pistol](#)
- [Slingshot](#)
- [Target Paintball](#)
- [Throwing: Tomahawk, Knife or Hatchet](#)
- Other:**

Still not sure? Ask your activity consultant for guidance or email training@sdgirlscouts.org

Instructions:

1. **Save** this document on your computer before completing it.
2. **Confirm** that approval is needed for your activity. You need approval if your activity is listed at left. Find more info on the [Safety Activity Checkpoints Matrix](#). Note: Encampment and event directors may take care of approval for the group. Check with the director, your activity consultant (AC) or training@sdgirlscouts.org if you're unsure about approval needs.
3. **Read** the [Introduction to Safety Activity Checkpoints](#) and always follow the general safety guidelines found in [Volunteer Essentials Chapter 4 Safety-Wise](#).
4. **Request approval** at **least one month** prior to your outing. Additional time is needed for shooting sports and international travel. If additional room is needed, attach separate sheet, or explain online.
5. **Prepare** a Trip or Event Permission form, **and** any other supporting documents. Submit them with this.
6. **Follow** the online upload process at sdgirlscouts.org/approval. Allow time for review. Do not make deposits or firm plans until approval is granted.
7. **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 level(s): Daisy Brownie Junior Cadette Senior Amb Adult
 Activity Dates _____ to _____ Total cost for all participants \$ _____
 Location _____
 Activity is open to: Troop Group Individual Girls Families Service Unit Region Community

Gear: What safety gear will be used? See the SACs for requirements.

Safety Management Risk Reduction Recap: Identify, Reduce, Respond (See SMP)		
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)
1	→	Third, if those dangers do occur, what actions could lessen the impact?
2	→	
3	→	

Insurance Matters!

Girl Scouts requires 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. Do you need additional insurance?

Required Training Girl Scouts requires general training for all meetings and outings. Bold are always needed. Some activities also require specialized certification or experience. Share your plans here.											
GS-trained person(s)	Getting Started with Your Troop	Intro to GS	Basic Overnights	Let's Camp	Let's Have a Campfire	Let's Cook Out	Let's Tent	Troop Tripping	Other (Describe)	First Aid/CPR/AED	FA/CPR/AED Expiration
Person(s) with required activity certification or experience	Certification type: archery instructor, lifeguard, wilderness first aid, canoe instructor, etc.									Expiration date, if any	

List any additional plans or people in your notes or a separate document; submit with your approval request.

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 _____

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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		
<p>Meetings: When parents/guardians sign up for a troop/group, they give consent for troop meetings at the regular place and time.</p> <p>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.</p> <p>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.</p>		
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.

	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	***	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	N	N	N	N	N
Service unit encampment (other lodging/food/program arrangements)*	**	**	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 and activities 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.

** Approval is automatically granted to troops if the encampment or camp director: 1) is trained; 2) obtains approval; and 3) shares safety management plans with the attending troop or group leaders. Check with the director running the event, and request Activity Approval if needed.

*** 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 Girl Scouts afterwards.