

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). *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)

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)

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.