

Event/Encampment Approval Checklist

Complete this form when you have an event with 50 or more participants or an encampment with three or more troops. Upload Section 1 to your service unit for initial approval at sdgirlscouts.org/directors. Upload Section 2 to your service unit for final approval 30 days (or more) prior to the event or encampment.

SECTION 1 – THE PROPOSAL

General Event or Encampment Information

Activity Title: _____ Date: _____
Purpose: _____
Start time: _____ End time: _____
How will girl planning be incorporated? _____
Description of the event: _____

Property Information

Site Name: _____
Address: _____

- Are you using a council property? Yes No
- Have you made a reservation? Yes No
- If off council property, is the site's certificate of liability on file with Girl Scouts San Diego? Yes No

Target Participants

Expected # girls: _____ Expected # adults: _____ Maximum for site: _____
Targeted Girl Scout Program Level(s): _____ Adults Only _____ Families: _____

Fees and Budget

Use the [Event/Encampment Budget Worksheet](#) (Steps 1-4) to estimate income and expenses. Upload the worksheet along with this proposal at sdgirlscouts.org/directors.

- If a money-earning project part of you plan? Yes No N/A
- If yes, upload a completed [money-earning application](#) along with this checklist.

Event / Series/ Encampment Director Information

Name: _____
Address: _____

Day Phone: _____ Evening Phone: _____
Email: _____ Service Unit: _____
Director Training Completion Date: _____

For Service Unit Team or Staff Use Only

Date received: _____ Response date: _____

Proposal approved: Yes No Yes, with these adjustments: _____

Final approval due date (30 days prior): _____ Reviewed by: _____

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SECTION 2 – Final Approval of Developed Plans

Have any of your plans from Section 1 changed? Please describe what's different:

Will girls earn any badges or Journey awards during this event/series/encampment?

Yes

No

Please describe:

Safety and Risk Management Review

Check off all of the safety tasks below as you complete them. Upload a copy of your Safety Management Plan with this form.

- Created a Safety Management Plan that:
 - Includes an evacuation plan in case of fire or natural disaster.
 - Includes a plan for handling a missing person, an unfamiliar person, or other potential crisis situation.
 - Identifies known hazards.
 - Identifies the location of nearest emergency medical treatment facility and includes directions.
- Shared the Safety Management Plan with all volunteers and troops.
- Reviewed Volunteer Essentials Chapter 4, Safety-Wise and agree to uphold safety standards.
- Reviewed the relevant *Safety Activity Checkpoints* and assure they will be followed.
- Completed site visit and found it safe and appropriate for Girl Scouts (non-council sites).
- Ensured that all program leaders have the required training/experience/certification.
- Considered adult and girl progression, readiness, and skill level.
- Ensured that participants will be informed in advance about preparation, skills, equipment, clothing, etc.
- Shared an attendee roster with someone who will not attend in case of an emergency (for encampments).
- Arranged for specialized equipment (if needed).
- Purchased additional insurance (if needed).
- Ensured that all volunteers have clearly defined responsibilities and that they understand their schedule.
- Ensured that adequate restrooms and drinking water are available.

Event/Encampment First Aider Information

Each troop is responsible for its own first aid?

Yes No

If no, provide the name of

the designated first aider: _____

Phone: _____

Type of certification: _____

Expiration Date: _____

- Basic Professional (nurse, doctor, EMT) – For Events of 200 or more.
- Wilderness or First Responder first aid – For Events held in remote locations (30 min or more away from EMS).

Signatures

Activity Consultant (*Safety Management Plan reviewed*)

Service Unit Team Approval (*Meets Girl Scout Program Quality Guidelines*)