

## Getting Started with Activity Approval Requests

- Submit the **Activity Approval Request** at least one month before your activity, event, or money-earning project. Answer all of the relevant questions regarding the request you are making.
- For international travel, submit your request 6-12 months in advance.
- Once you begin the online request, you have 48 hours between edits to return and complete the form using the same device.
- Within seven business days, you will receive a response about your submission.

### Have the Following Information at the Ready When Filling Out Your Request:

- Your contact information
- Troop information (troop number and program level)
- Activity details (location, date, type of activity or activities)
- Relevant training(s) you have completed
- Transportation details (driver's name and license plate number)
- Instructor information (if applicable)

After filling out the request, you will receive an email with a permission slip that is automatically generated based on your responses.

### Tips for Creating Your Emergency Action Plan (EAP)

*Formerly known as the Safety Management Plan*

- **Include:**
  - Troop first aider name (advanced first aider if needed)
  - Emergency phone numbers (police and fire stations near your activity)
  - Emergency contact (a personal contact that is not attending the activity)
  - Closest emergency medical facility to your event
  - **Participant Roster**
  - **Adult to Girl Ratio**
- **When planning your EAP, ensure you:**
  - Identify potential risks and dangers
  - Create an action plan to reduce identified dangers
  - Review needed safety gear
  - **Review Safety Activity Checkpoints (SACs)**
  - Determine evacuation (exit) plans
  - Plan for potential emergencies (missing person, unfamiliar person, etc.)

## Large Events and Camporees

Camporee event directors must secure approval for large events and Camporees.

Troops may be covered under group approval if the event director:

- Has completed required training within the last three years
- Secured approval for the full event
- Shared a full EAP with all participants

Troops must confirm whether the event director has secured approval. If not, each troop or family must submit their own Activity Approval Request. Regardless of who handles approval, all participants should confirm the following:

- Event rules and guidelines
- First aider requirements
- Emergency plans and procedures

## Frequently Asked Questions

### **I want to submit a request for another date, activity, or troop, but I can't start a new form because my computer keeps opening the one I'm already working on. What should I do?**

Open a private or incognito window in your browser, then re-open the form link. This should allow you to start a new request.

### **What happens after I submit the form?**

After submitting, you will immediately receive three emails:

- Your personalized permission form, based on the information you provided
- Your Emergency Action Plan (EAP)
- A copy of your full submission

Your activity consultant will review your request within seven business days. You may be contacted with follow-up questions or requests for additional information. You will be notified when your activity has been approved.

### **What if my event is in one week? Should I still submit for approval?**

Yes, you should still submit the Activity Approval Request as soon as possible. Late submissions are better than no submissions. Once you submit the form, alert your activity consultant of the short timeline. ***Important: Please note that approval is not guaranteed, and your activity may need to be adjusted or rescheduled if it cannot be reviewed in time.***

### **How do I find out who my activity consultant is?**

Connect with your service unit team or email [customercare@sdgirlscouts.org](mailto:customercare@sdgirlscouts.org).