

Activity Approval Form

Mark the activities you wish to do
Click links to review Safety Activity Checkpoints (SACs).

Aerial Fitness
Backpacking
Camping (incl. ANY overnight)
Community Clean-Ups
Cross-Country Skiing
Downhill Skiing and Snowboarding
Fishing and Ice Fishing
Go-Karting (other than amusement parks)
Hayrides
Horseback Riding
Indoor Skydiving
Offshore Water/Large Passenger Vessels
Outdoor Cooking
Overnights (use Camping SACs for routine overnights; use Travel for advanced trips)
Rocketry / Model Rocketry
Sailing
Scuba Diving
Snorkeling
Spelunking (caving)
Surfing
Swimming
Tethered Balloon Rides
Travel
Tubing (river floating)
Waterskiing or Wakeboarding
Windsurfing / Sail Boarding
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
Packrafting
Rowboating
Stand-Up Paddleboarding
Whitewater Rafting
Target & Shooting Sports
Air/BB Guns *
Archery or 3-D Archery
Rifle, Shotgun, Muzzle-Load **
Pistol **
Slingshot
Target Paintball
Throwing: Ax, Knife or Hatchet
Other:
Unsure? Ask your activity consultant or serviceunits@sdgirlscouts.org

Follow these steps:

- Save** this document on your computer before completing it.
- 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 serviceunits@sdgirlscouts.org if you're unsure about approval needs.
- Read** the [Safety Activity Checkpoints](#) and always follow the general safety guidelines found in [Volunteer Essentials](#).
- 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.
- Prepare** a Trip or Event Permission form, **and** any other supporting documents. Submit them with this.
- Follow** the online upload process [found here](#). Allow time for review. Do not make deposits or firm plans until approval is granted.
- Find** guidance on the reverse.

Troop Number _____ # of Girl Scouts 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		
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?
1	↓	↓
2	↓	↓
3	↓	↓

Insurance Matters!

Girl Scouts requires vendors and venues to carry liability insurance. Contact customercare@sdgirlscouts.org to find out if your vendor or venue has liability insurance on file with Girl Scouts San Diego

Your event may require additional insurance if you will be traveling internationally or need additional sickness insurance. Find out more and [enroll here](#).

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	Intro to GS	Basic Overnights	Let's Camp	Let's Have a Campfire	Let's Cook Out	Let's Tent	Troop Tripping	Directing Events/Encampment	Other	First Aid 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 (or will) 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 _____

1

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 number 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 have membership, background check, and agree to follow safety guidelines	Family Info sheet for each girl Blank Accident/Incident Report	Intro to Girl Scouts
First aid kit is on hand – hint: use a day pack and keep your paperwork in it, too.	Emergency Card Any other forms indicated below	First Aid/CPR (basic) Any other training 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 form to authorize routine field trips for activities that do NOT require approval. Troop leader must communicate activity details to families using an agreed-upon method. See form for details. Activities that Require Approval: Get a signed 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?		

2

Now, check what else is needed for your specific activities <i>Your trip or event may have elements in more than one section.</i>	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 where no activities require approval (participants are members)	N	N	N	N	N	N	N	N	N	N	N
Troop meeting where an activity requires approval (participants are members)	Y	Y	N	N	M	N	N	N	N	N	M
Field trip where no activities require approval (participants are members)	N	N	Y	N	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* (participants are members)*	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 "VIP & Me"	Girl Scouts 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- 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/camp .										
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. Trip or Event Permission form needed for each girl. *** The camp or encampment director will evaluate the need for insurance, and will enroll or obtain certificates if appropriate.											

3

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