

ACTIVITY APPROVAL FORM

Approval Process: Submit this form and a copy of one completed permission slip to your Activity Consultant (AC) at least one month before the trip. ***Do not mail this form to council offices.***

The Activity Approval Form serves two main purposes. The first is as a tool for outlining and researching appropriate activity planning for the troop or group. The second is documented communication and approval with the ***Service Unit Activity Consultant (AC)***.

Service Unit Activity Consultant (AC) has the responsibility to review the activities of troops in the service unit. Think of this person as a safety advisor. The Activity Consultant may consult the Outdoor Education Manager or Volunteer Support Coordinator serving your area. This system gives your Activity Consultant the information she/he needs to verify that your troop has done the necessary planning. The AC will keep this copy and notify you if the activity is approved or disapproved.

WHEN DO I NEED THE ACTIVITY APPROVAL FORM?

- Activities requiring special training or certification according to *Safety-Wise*
- Specific activities identified on this form
- ALL overnight experiences

WHEN DON'T I NEED THE ACTIVITY APPROVAL FORM?

- Council-sponsored day or evening programs (AC signature may be required on registration form)
- Meeting time and discovery trips in the neighborhood or local areas
- Service Unit events (Your AC may require)
- Day trips that do not include activities involving special certifications or that are identified on this form.

WHEN DO I START TRIP AND TRAVEL PROCESS?

Let's Go - Basic Trip Training covers the following parameters:

- Traveling outside San Diego-Imperial Council boundaries
- Travel within California
- Two nights maximum
- No air travel

Extended Trip Training covers all trips above and beyond the Basic Trip parameters. Please contact your Activity Consultant and the Outdoor Education Manager for extended trips 12 months prior to departure. If the trip is international, contact both 18 months in advance for consultation and approval.

REMINDER!

The following are still required in all activities outside the regular meeting time or place.

- 1) The leader has completed orientation, and the appropriate Program Age Level training.
- 2) The leader has reviewed and the trip complies with the Activity Checkpoints outlined in *Safety-Wise*.
- 3) The permission form covers the relevant points listed in the third column *Safety-Wise* (Pg. 46).
- 4) The troop in-town contact has the information needed, including a Troop Contact Log.
- 5) Send a copy of permission slip to Activity Consultant.

Signed agreements and contracts: A council-designated representative's signature is required if the wording "Girl Scout" is in any of these documents. Troop adults have authority to sign agreements for use of facilities or program activities if the total amount of the contract is \$500 or less. Activity approval is required for any activity including a contract whose total is more than \$500.

No Activity Checkpoints Listed: If no checkpoints are listed in *Safety-Wise* consult the Outdoor Education Manager, 619.610.0726.

Change of Plans: Please notify the Activity Consultant if there is a change of plans for an event for which you have submitted an Activity Approval or copy of a permission slip for a day trip.

Troop#:	# girls: ____ # adults: F__ M__	Program Age Level: B J C S A (circle all that apply)																														
Service Unit:																																
Dates:	Activity Type: Specific Activities:	Total cost of activity: \$_____																														
<p>Circle all specific activities involved:</p> <table style="width:100%; border:none;"> <tr> <td style="width:33%;">Archery</td> <td style="width:33%;">Canoeing</td> <td style="width:33%;">Roller Skating/Ice Skating</td> </tr> <tr> <td>Challenge Course</td> <td>Kayaking</td> <td>Overnight Camping (one night)</td> </tr> <tr> <td>High Ropes Course</td> <td>Rafting</td> <td>Troop Camping (2 nights)</td> </tr> <tr> <td>Caving</td> <td>Rowboating</td> <td>Trip/Travel Camping (3 nights or more)</td> </tr> <tr> <td>Competitive Orienteering</td> <td>Sailing</td> <td>Travel Activity (domestic or international)</td> </tr> <tr> <td>Surfing</td> <td>Swimming</td> <td>Backpacking</td> </tr> <tr> <td>Skiing/Snowboarding</td> <td>Tubing</td> <td>Rock Climbing</td> </tr> <tr> <td>Snowshoeing</td> <td>Water Skiing</td> <td>Rappelling</td> </tr> <tr> <td>Bicycling</td> <td>Windsurfing</td> <td>Horseback Riding</td> </tr> <tr> <td colspan="3">Other _____</td> </tr> </table> <p>Activity requiring a signed agreement totaling \$500 or more _____ (specify)</p>			Archery	Canoeing	Roller Skating/Ice Skating	Challenge Course	Kayaking	Overnight Camping (one night)	High Ropes Course	Rafting	Troop Camping (2 nights)	Caving	Rowboating	Trip/Travel Camping (3 nights or more)	Competitive Orienteering	Sailing	Travel Activity (domestic or international)	Surfing	Swimming	Backpacking	Skiing/Snowboarding	Tubing	Rock Climbing	Snowshoeing	Water Skiing	Rappelling	Bicycling	Windsurfing	Horseback Riding	Other _____		
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Participant skill level: Beginner Advanced Beginner Intermediate Advanced Intermediate Experienced																																
As the adult responsible, I confirm that I have reviewed all the relevant <i>Safety-Wise</i> activity checkpoints. Yes No																																
The instructor/participant ratios identified in <i>Safety-Wise</i> activity checkpoint for the program is met. Yes No																																
The activity is appropriate to the girls' skill level, their experience, and their physical and emotional condition. Yes No																																
Describe specialized clothing or equipment being used (helmets, personal flotation devices, skis, boots with 1/2 heel, etc.)																																
Key identified risks and safety precautions planned:																																
Are health histories or physical exams required by <i>Safety-Wise</i> ? Yes No Have you collected them for all participants? Yes No																																
Evidence of liability insurance may be required. Check with the AC to see if a current Certificate of Insurance is on file with the council. If not, have you arranged for one to be sent to the council? Yes No																																
If first aider, lifeguard, certified instructor, program consultant, camping qualified adult, etc. will be utilized, list the person and briefly describe their qualifications. Certification dates, documented experience, etc. Check <i>Safety-Wise</i> for requirements.																																
Person	Certification/training/expertise (CPR, first aid, backpack instructor, etc.)	Expiration																														
<p><i>I have attached a copy of the following:</i></p> <p>_____ Permission Form (mandatory)</p> <p>_____ Unsigned special agreements/contracts requiring a signature (bus, site use, waiver, vehicle lease, ski package, etc.)</p> <p>Do not sign any agreements/contracts before obtaining Activity Consultant approval.</p> <p>_____ Itinerary for advanced trips that cannot be fully described above. Include lodging and phone for each day and travel schedule (bus, train, plane, driving).</p>																																
Submitted by:	Phone:	Activity Consultant Approval:																														
Date:	E-mail:	Date:																														
AC notes:																																