

Low Risk - Activity Approval Form

The purpose of the Low Risk – Activity Approval Form is to help Girl Scout volunteers provide the best possible experience to the girls. This form is required for the following activities:

- This is an overnight activity of no more than 1-2 nights and/or travel within Texas, Oklahoma, Arkansas and/or Louisiana
- This activity involves a subject that may be considered sensitive or controversial in nature
- This is a money earning activity
- Use this form if you are camping at a site other than a GSNETX property and troop camp certification is required.
- If you are camping at a GSNETX property, you do not need to use this Low Risk – Activity Approval Form. You only need to use the GSNETX Camp Reservation and Approval Form. The GSNETX Camp Reservation and Approval Form can be found at www.gsnetx.org/forms.

Before completing this form, please:

- Check **Volunteer Essentials** (<http://www.gsnetx.org/volunteeressentials>) or **Policies and Procedures** (www.gsnetx.org → Member and Volunteer Resources → Publications → Volunteer Policies and Procedures) for information regarding planning and girl to adult ratios, and Check **Safety Activity Checkpoints** for the equipment & certifications needed for the types of activities involved (<http://www.gsnetx.org/safetycheckpoints>).
- Make sure any person who takes part in this activity including but not limited to adult volunteers driving or riding with the girls to the activity, adults whose certification is required, and adults sleeping at the activity, are considered to be participants and must be registered Girl Scout members and have an appropriate Volunteer Security Status.

Please make sure you submit the following with your Activity Approval form:

- **Provide CPR/FIRST AID Documentation***: Each Troop must have a CPR/First Aid trained adult accompany them. This CPR/First Aid training must be taken from an approved list of vendors. This approved list of vendors can be found at www.gsnetx.org/firstaidprovider. Upon submittal of this form, please provide a copy of the CPR and First Aid certification.
- **Provide Name of troop camp trained Adult(s)**: If this activity involves camping, your troop must have the appropriate number of volunteers who have completed troop camp training. Please include the name(s) of your troop camp trained adult(s) on the Activity Approval form. For questions concerning troop camp training, refer to www.gsnetx.org/troopleaderFAQs.
- **Verify Transportation**: Check Drivers Licenses, Insurance Cards and Proof of Current Vehicle registration. Activity Coordinator should ask to see current proof, copies should **not** be attached. Individuals operating motor vehicles transporting girls must be registered adults, at least 18 years of age, and be properly licensed and insured to operate the vehicle, and must have an appropriate Volunteer Security Status.
- Listed Emergency Contact Adults should not be attending activity. Emergency Contact Adults should have a participant roster and the participant's emergency contact information.

When completed:

- Have this form signed by a GSSU Team Member who has completed the training required to be able to sign or a membership specialist.
- A copy of this form should be part of the travel packet that goes in each vehicle and with the troop at the activity site.

**Activity approvers may sign this form only if certification cards (First Aid/CPR) are appropriate for the activity and current. Current copies of all certification cards must be attached.*

Low Risk - Activity Approval



This form needs to be filled out for the following reasons (Please check all that apply):

- This is a money earning activity
- This is an overnight activity of 1-2 nights, within Texas, Oklahoma, Arkansas or Louisiana
- This activity involves a subject that may be considered sensitive or controversial in nature

Approval forms are due **4-6 weeks** before the scheduled activity. Within 5 business days, of receipt of your request, you will be notified of the status of your request. This form must be approved before girls proceed with further planning. ***All participants must be registered Girl Scout members.**

Participant Information	Date:		GS SU#:		GS Troop#:	
	Name of Troop Leader or Adult in Charge - Print Name :					
	Home Phone:		Cell Phone:		Email Address:	
	# Daisy Participants*:	# Brownie Participants*:	# Junior Participants*:	# Cadette Participants*:	Total # Girls*:	
# Senior Participants*:	# Ambassador Participants*:	# female adult Participants*:	# male adult Participants*:	Total # Adults*:		
Activity Information	Start Date:		Start Time:		End Date:	
	Activity Description/Purpose for money earning:					
	Activity Location/Traveling to and Physical Address:					
	Sleep Accommodations (cabins, hotel, pop-up tent, etc.):					
	What have you done to safely prepare for this activity?					
	Is this activity listed in Safety Activity Checkpoints? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where:					
Does your troop plan on conducting any money-earning activities for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Certified Adults	Name*:		Certification (only check one): Attach copies of current certification <input type="checkbox"/> Appropriate Troop Camp Training <input type="checkbox"/> First Aid/CPR		Expiration Date:	
	Name*:		Certification (only check one): Attach copies of current certification <input type="checkbox"/> Appropriate Troop Camp Training <input type="checkbox"/> First Aid/CPR		Expiration Date:	
	Name*:		Certification (only check one): Attach copies of current certification <input type="checkbox"/> Appropriate Troop Camp Training <input type="checkbox"/> First Aid/CPR		Expiration Date:	
Transportation	<p>Only private vehicles are approved with this process. The use of a 15 passenger van to transport Girl Scouts is prohibited, and 12 passenger vans are NOT recommended. If a 12 passenger van is used, the occupant load should be a maximum of 9 passengers. All drivers must be registered GS members and have successfully completed the Volunteer Application/CBC process.</p> <p>Please initial the following statement: _____ [Adult in charge] has verified that all drivers and vehicles are registered and insured according to local and state requirements.</p>					
	At Home Emergency Contact Adult Name:			Home Phone:		Cell Phone:
I have read the policies for this activity found in Volunteer Essentials, the Safety Activity Checkpoints and GSNEXTX Volunteer Policies & Procedures. In submitting this form I agree that if permission is granted for this activity, I will follow the policies and guidelines of Girl Scouts of the USA and the Girl Scouts of Northeast Texas.						
Signature of Troop Leader or Adult in Charge:				Date:		
For Activity Approval Signer Only				Date Received:		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
If not approved, what is the reason?						
Approver - Print Name :			Approver - Signature :			Date of Notification:
Next Steps/Recommendations/Comments:						