

Medium-High Risk - Activity Approval Form

It is essential that the council be consulted if the proposed activity demands more physical prowess, emotional stamina, and/or greater skill in order to bring the best possible experience to the girls.

This form is required for the following activities:

- Overnight stays of 3 nights or more. Upon approval of your request, you will receive an Extended Trip Packet.
- This activity requires a signed contract – all contracts must be signed by the Chief Program Officer.
- This activity includes travel outside of council geography (Texas, Oklahoma, Arkansas and/or Louisiana) to non-council hosted activities.
- This activity requires specific certified instruction: e.g. Equestrian, Archery, Lifeguard, Kayaking and Canoeing only if these activities are **not** planned with camp reservation at council sites.

Before completing this form, please:

- Check Volunteer Essentials for information regarding planning and girl to adult ratios (<http://www.gsnetx.org/volunteeressentials>), and Check Safety Activity Checkpoints for the equipment & certifications needed for the types of activities involved (<http://www.gsnetx.org/safetycheckpoints>).

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 (coming soon). 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/troopandsucamping.
- **Provide Activity Certification:** If Volunteer Essentials or Safety Activity Checkpoints require that certified individuals guide or instruct the girls (*such as horseback riding, archery, kayaking, canoeing, swimming, and white-water rafting*), please list the names of the individuals holding the certifications, their titles, and the organization that they are affiliated with. Attach copies for review. ***If attending an established camp/organization, ask them for a list of their certified individuals, type of certification, expiration date of certification, and name of certifying agency.***
- **Verify Transportation:** The adult in charge should verify that each driver's State Driver's License, Insurance Card, and Vehicle registration will be current as of the dates of the trip. Individuals operating motor vehicles transporting girls must be **registered Girl Scout adults**, at least 18 years of age, and be properly licensed and insured to operate the vehicle, and must have successfully completed the Volunteer Application/Criminal Background Check screening process.
- List Emergency Contact Adults who will not be attending activity. Emergency Contact Adults should have a participant roster and the participant's emergency contact information.
- If contract is required, please attach the contract for review and signature.

When completed:

- This form must be sent to ActivityApproval@gsnetx.org for approval and may not be approved by GSSU Team members or Membership Staff. **Be advised that additional information may be requested depending on the nature of your request.**
- 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.

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Completely fill out if any activity involves (please check all that apply):

- Overnight stays of 3 nights or more
- A signed contract – all contracts must be signed by the Chief Program Officer
- Travel outside of Texas, Oklahoma, Arkansas, and Louisiana
- Requirements for physical prowess, emotional stamina, greater skill and/or specialized skill, trainings, equipment, and supervision

Approval forms are due **6-8 weeks** before the scheduled activity and 6 months for international travel. Within 10 business days, of receipt of your request, you will be notified of the status of your request. This form must be approved prior to girls proceed with further planning. ***All participants must be registered Girl Scout members.**

Participant Information	Today's Date:		GS SU#:		GS Troop#:	
	Name of Troop Leader or Adult in Charge:					
	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:					
	Activity Location/Travelling to and Physical Address:					
	Sleeping Accommodations (cabin, 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, what section:						
Certified Adults Providing Activity	Name:		Certification (one per line): <i>Attach copies of current certification</i>		Expiration Date:	
	Title:		Type of Certification:			
	Organizational Affiliation:					
Transportation	Type of transportation: please check Personal Vehicle Rented Vehicle Plane Train Chartered Bus Public Transportation Other: _____					
	If driving a personal vehicle please initial the statement below. Note: 15 passenger vans are prohibited & 12 passenger vans are NOT recommended; if used, the occupant load must not exceed 9 passengers. Drivers of personal vehicles must be registered GS members, and have successfully completed the Volunteer Application/CBC process.					
	Please initial the following statement: _____ [Troop leader or Adult in charge] has verified that all drivers and vehicles are registered and insured according to local and state requirements.					
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 GSNETX 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:	
Office Use only			Date Received:		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
If not approved, what is the reason?						
Council Staff Signature:					Date of Notification:	
Next Steps/Recommendations/Comments:						