GSSU ACTIVITY APPROVAL SIGNER

“The work of today is the history of tomorrow, and WE are its makers.” - Juliette Gordon Low
The Mission

Girl Scouting builds girls of courage, confidence and character to make the world a better place.

The Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and responsible for what I say and do,
and to respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and be a sister to every Girl Scout.
OVERVIEW

In Girl Scouting, the well-being of girls’ emotional and physical safety is always a top priority, and because of this, we are always looking for opportunities to improve, streamline, and clarify the Activity Approval Notification process. The Activity Approval Notification Process has been established because of the real need to protect girls & volunteers from known hazards that have been identified through 100 years of experience and can be best described as stepping-stones toward safe and enjoyable Girl Scout adventures. This process will ensure proper supervision and planning to prevent accidents and will allow us to verify whether the events that girls are participating in are officially sanctioned as Girl Scout events.

Our intent is to continuously develop safety consciousness in our staff and volunteers because you - the volunteers, staff, parents/guardians of the girls, and the girls themselves share the responsibility for staying safe.

All volunteers participating in officially sanctioned Girl Scout activities should become familiar with the Activity Approval Notification Process because staying safe requires training, retraining, planning, and risk management.
OBJECTIVES

This learning guide is intended for anyone responsible for signing activity approvals. It reviews the activity approval notification process and reinforces the importance of conducting officially sanctioned Girl Scout activities in a safe and prudent manner.

By the end of this learning experience, you will:

- Know who’s responsible for what when it comes to safety
- Know what resources are needed in order to review Activity Approval Forms
- Understand the purpose of the Low-Risk Activity Approval Form and the Medium-High Risk Activity Form and when to use them
- Learn the process on how to approve Low-Risk Activity Approval Forms
- Learn what to do if someone uses the incorrect form
WHAT IS A SERVICE UNIT ACTIVITY APPROVAL SIGNER?

ROLE & RESPONSIBILITIES
The Service Unit activity approval signer reviews the activities of the troops in the service unit. This volunteer is a safety advisor who may consult council staff to answer the troop leader’s unique safety questions.

The Service Unit activity approval signer keeps copies of permission slips and tracks adult training records to help verify that troop leaders have the necessary experience, progression and training to participate in chosen activities, and also keeps Activity Approval Forms and notifies troop leaders if the activity is or is not approved.

SERVICE UNIT SUPPORT ROLES
The Service Unit activity approval signer is appointed by the Service Unit Manager and receives direct support from a GSNETX staff person who can give unique and specific insight into various questions. This combination of efforts is designed to provide the Service Unit Activity Approval Signer the best possible support in their position.
WHO DETERMINES WHETHER AN ACTIVITY IS SAFE?

Girl Scouts love to get out and do fun things, and leaders are encouraged to find new adventures for the girls as they grow and achieve new levels of interest but, how can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Safety is our number one priority and every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow safety guidelines at all times.

Good judgment and common sense often dictate the answer. What’s safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, contact your GSNETX staff support person at activityapproval@gsnetx.org with full details and don’t proceed without approval. Always err on the side of caution and make the safety of girls your most important consideration.

Before signing a Girl Scout Activity Approval Form, the Service Unit activity approval signer should always review and follow general safety guidelines found in GSNETX Volunteer Essentials Chapter 4 – Safety-Wise as well as the specific guidelines found in Policies & Procedures Safety Activity Checkpoints for High Risk activities.
Volunteer Essentials
2014/2015

Chapter 4: Safety-Wise

Knowing Your Responsibilities

This is your reference encyclopedia for all things Girl Scouting. Chapter 4 – Safety-Wise explains what you need to know to flesh out who’s responsible for what where safety is concerned.

Volunteer Essentials can be downloaded at www.gsnetx.org/forms.
POLICIES & PROCEDURES

SAFETY ACTIVITY CHECKPOINTS

Prior to approving an Activity Approval Form, read the specific Safety Activity Checkpoints related to any activity indicated on the submitted form. If Safety Activity Checkpoints do not exist for an activity listed, contact a GSNETX support person at activityapproval@gsnetx.org before proceeding any further.

Each Safety Activity Checkpoint offers you information on where to do an activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourself for the activity, and what specific steps to follow on the day of the activity, etc.

The checkpoints are formatted as checklists, so that you can check off each step that has been accomplished. For more information see www.gsnetx.org/safetycheckpoints

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**Introduction to Safety Activity Checkpoints**

When preparing for any activity with girls, always begin with the Safety Activity Checkpoints written specifically for that particular activity. This introduction provides an overview of the format of each set of checkpoints. **Note:** In addition to reading these checkpoints yourself, you can also e-mail to or print them for co-volunteers, parents/guardians, and girls.

- **Know where to do the activity.** Quick list of the most common places girls carry out the activity
- **Include girls with disabilities.** Tips and special Web sites for information on including girls with disabilities

**Gear**

- Basic Gear includes clothing and equipment girls are likely to already have in their possession.
- Specialized Gear includes clothing and equipment girls may need to purchase, rent, or borrow.

**Prepare for the Activity**

These checkpoints discuss steps to take in advance of the activity. Not every category is listed here, and not every activity includes these categories.

- Communicate with council and parents. Tips for following council guidelines and keeping parents informed
- Ensure prerequisites. Ranges from an ability to swim to knowledge of primitive camping
- Arrange for transportation and adult supervision. Recommended adult-to-girl ratios for this activity
- Verify instructor knowledge and experience. Ensuring the volunteers or on-site instructors possess the proper skill set, knowledge, training/certification and/or documented experience according to your council’s guidelines, as outlined in Volunteer Essentials
- Select a site. A game plan for ensuring the safest experience possible
- Compile key contacts. Information on itineraries, phone trees, and other contact information
- Respect the environment. Tips for ensuring environmental responsibility
- Prepare for emergencies. First-aider requirements and other emergency precautions
PROHIBITED ACTIVITIES

There are some activities that are prohibited by GSUSA. These are listed in Volunteer Essentials and in the Other Land Sports section of the Safety Activity Checkpoints.

**Warning:** The following activities are never allowed for any girl:

- potentially uncontrolled free-falling
- bungee jumping,
- hang gliding,
- parachuting,
- parasailing,
- go-karting, and
- trampolining;
- creating extreme variations of approved activities (such as high-altitude climbing and aerial tricks on bicycles, skis, snowboards, skateboards, water-skis, and wakeboards);
- hunting;
- shooting a projectile at another person;
- riding all-terrain vehicles and motor bikes; and
- taking watercraft trips in Class V or higher.

If an Activity Approval Form is submitted to you with any of the above activities listed, DO NOT approve the activity. Contact activityapproval@gsnetx.org if you are ever in doubt!
Some activities are only allowed with written pre-approval from the designated GSNETX staff member.

- **Caution:** You must get written pre-approval from your council for girls ages 12 and older who will operate motorized vehicles, such as go-carts and personal watercraft; use firearms; take trips on waterways that are highly changeable or uncontrollable; experience simulated skydiving and zero-gravity rooms; or fly in noncommercial aircraft, such as small private planes, helicopters, sailplanes, untethered hot air balloons, and blimps.

Each Safety Activity Checkpoint offers detailed information concerning safety preparation and requirements to ensure safety for the girls while participating in these activities. Use the Safety Activity Checkpoints to see if the activities listed require someone with certification to run the activity.

If Safety Activity Checkpoints do not exist for an activity, check with your GSNETX staff support person at activityapproval@gsnetx.org before proceeding any further.
ACTIVITY APPROVAL
WHAT ARE ACTIVITY APPROVAL FORMS?

In the continuing effort to protect girls during officially sanctioned Girl Scout activities, we have developed 2 separate Activity Approval Forms that are applicable to all Girl Scout sanctioned activities. The Low Risk and Medium-High Risk Activity Approval Forms are available at any Girl Scouts of Northeast Texas Service Center and may also be downloaded from the council website - www.gsnetx.org.

When requesting approval or guidance for a Girl Scout troop/group activity, the Girl Scout troop leader is responsible for providing complete information, including the “who, what, when, where, why, and how” of the activity.

The Girl Scout leader is also expected to request approval as soon as activity plans are complete, or sooner if additional guidance is required.

**Low Risk Activity Approval Forms** must be submitted to the designated Girl Scout Service Unit team member (YOU!) at least four to six (4-6) weeks prior to the activity. All certifications require documentation to be attached to the Low Risk Activity Approval Form prior to approval.

Once approval has been given, Girl Scout Troops should retain one copy of the Activity Approval form, one copy should also be retained by the Girl Scout Service Unit.

Submit a copy of all approved Activity Approval Forms to GSNETX at activityapproval@gsnetx.org by **August 1st** of the current Girl Scout year.

**High Risk Activity Approval Forms** must be submitted to activityapproval@gsnetx.org 6-8 weeks prior to the activity if it is domestic. For an international activity, forms must be submitted AT LEAST 6 months prior to the activity.

**Note:** Non-member insurance should be purchased for all events at which non-members are present using the Non-Member Insurance Plan form.
LOW-RISK ACTIVITY APPROVAL FORM

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/volunteers) or Policies and Procedures (www.gsnetx.org → Member and Volunteer Resources → Publications → Volunteer Policies and Procedures) for information regarding planning and girl to adult ratio, and check Safety Activity Checkpoints for the equipment & certifications needed for the types of activities involved (http://www.gsnetx.org/safetycheckpoints).
- Make sure anyone who takes part in this activity including but not limited to adults volunteering 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.
- List 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.

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<tr>
<th>Date:</th>
<th>GS SU#:</th>
<th>GS Troop#:</th>
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<tr>
<th>Name of Troop Leader or Adult in Charge</th>
<th>Print Name:</th>
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<th>Home Phone:</th>
<th>Cell Phone:</th>
<th>Email Address:</th>
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<tr>
<th># Troop OR#</th>
<th># Brownie Participants*</th>
<th># Junior Participants*</th>
<th># Cadette Participants*</th>
<th>Total # Girls*</th>
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<tr>
<th># Senior Participants*</th>
<th># Ambassador Participants*</th>
<th># Female Adult Participants*</th>
<th># Male Adult Participants*</th>
<th>Total # Adults*</th>
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<tr>
<th>Start Date:</th>
<th>Start Time:</th>
<th>End Date:</th>
<th>End Time:</th>
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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? □ Yes □ No If yes, where:

Does your troop plan on conducting any money-earning activities for this event? □ Yes □ No

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<tr>
<th>Name:</th>
<th>Certification (only check one)</th>
<th>Attach copies of current certification</th>
<th>Expiration Date:</th>
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<td></td>
<td>Appropriate Troop Camp Training</td>
<td>□ First Aid/CPR</td>
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<tr>
<th>Name:</th>
<th>Certification (only check one)</th>
<th>Attach copies of current certification</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Appropriate Troop Camp Training</td>
<td>□ First Aid/CPR</td>
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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/IBC process.

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.

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<th>Home Phone:</th>
<th>Cell Phone:</th>
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At Home Emergency Contact Adult Name:

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:

If not approved, what is the reason?

Approver - Print Name:

Approver - Signature:

Date of Notification:

Next Steps/Recommendations/Comments:
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.gsnets.org/volunteeressentials), and Check Safety Activity Checkpoints for the equipment & certifications needed for the types of activities involved (http://www.gsnets.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.gsnets.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.gsnets.org/troopandscamping.

- 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.
# Medium-High Risk - Activity Approval

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.*

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<th>Field</th>
<th>Details</th>
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<tr>
<td>Name of Troop Leader or Adult in Charge:</td>
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<tr>
<td>Home Phone:</td>
<td>Cell Phone:</td>
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<td>Email Address:</td>
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<td># Daisy Participants*:</td>
<td># Brownie Participants*:</td>
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<td># Senior Participants*:</td>
<td># Ambassador Participants*:</td>
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<td>Start Date:</td>
<td>Start Time:</td>
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<td>Activity Description/Purpose:</td>
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<td>Activity Location/Travelling to and Physical Address:</td>
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<td>Sleeping Accommodations (cabin, hotel, pop-up tent, etc.):</td>
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<tr>
<td>What have you done to safely prepare for this activity?</td>
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<tr>
<td>Is this activity listed in Safety Activity Checkpoints?</td>
<td>Yes</td>
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<tr>
<td>Name:</td>
<td>Certification (one per line):</td>
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<td>Title:</td>
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<td>Organizational Affiliation:</td>
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<td>Name:</td>
<td>Certification (one per line):</td>
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<td>Title:</td>
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<td>Organizational Affiliation:</td>
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<td>Type of transportation: please check</td>
<td>Personal Vehicle</td>
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<td>If driving a personal vehicle please initial the statement below. Note: 15 passenger vans are prohibited &amp; 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/CRC process. Please initial the following statement:</td>
<td>Troop leader or Adult in charge has verified that all drivers and vehicles are registered and insured according to local and state requirements.</td>
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<td>At Home Emergency Contact: Adult Name:</td>
<td>Home Phone:</td>
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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:**

**Office Use only**

- Date Received: 
  - ≡ Approved ≡ Not Approved
- If not approved, what is the reason? 
  - 
- Council Staff Signature: 
  - Date of Notification: 

**Next Steps/Recommendations/Comments:**
WHAT’S THE DIFFERENCE BETWEEN THE 2 FORMS?

The council recognizes that through its varied activities, there is substantial exposure to various risks associated with its operations. In order to provide a safe organizational environment for youth, volunteers, and employees, the council will take reasonable and prudent steps to limit potential organizational liabilities through a program of risk management which includes, but may not be limited to the low-risk activity approval form and the medium-high risk activity approval form. The differences between the two forms are listed below:

<table>
<thead>
<tr>
<th>Low Risk Activity Approval Form</th>
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<tr>
<td>• Overnight activity or 1-2 nights within Texas, Oklahoma, Louisiana, Arkansas</td>
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<tr>
<td>• Money Earning Activity</td>
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<tr>
<td>• Activity includes subject that may be sensitive or controversial in nature</td>
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<tr>
<td>• Camping at a non-GSNETX site</td>
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<th>Medium-High Risk Activity Approval Form</th>
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<td>• Overnight activity of 3 or more nights</td>
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<td>• Traveling outside of Texas, Oklahoma, Arkansas, or Louisiana</td>
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<td>• Contract that needs to be signed</td>
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<td>• Activity requires certifications such as horseback riding, swimming, archery, etc.</td>
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Length of the trip and the activities planned are the pieces that determine which form you will use. Both forms are located in the Forms section of our website (www.gsnetx.org).
LOW-RISK ACTIVITY APPROVAL FORM

Girl Scout Troop Leaders or other adults who work with Girl Scouts are responsible for informing the council and parents/guardians about the activities of the girls and requesting appropriate approval.

For the activities listed below, the Low Risk Activity Approval form must be completed and submitted to the Service Unit Activity Approval Signer (YOU!) 4-6 weeks before the date of the activity.

The Low-Risk Activity Approval form is signed for the following activities:

- Overnight activity or 1-2 nights within Texas, Oklahoma, Louisiana, Arkansas
- Money Earning Activity
- Activity includes subject that may be sensitive or controversial in nature
- Camping at a non-GSNETX site

It is the responsibility of the person submitting the form to make sure any person who takes part in this activity be registered Girl Scout members and adults have an appropriate Volunteer Security Status. This includes, but is not limited to:

- adult volunteers driving or riding with the girls to the activity,
- adults whose certification is required
- adults sleeping at the activity

WHEN APPROVING THE LOW-RISK ACTIVITY APPROVAL FORM, BE SURE THE FOLLOWING ARE COMPLETED:

Participant numbers

- Listed by age levels
- Estimates if not sure

If a campout

- Location with address
  - NOTE: If a contract is needed for the camp, a High Risk Activity Approval Form is required
- List of activities

If money earning

- Purpose of money earning activity
- Goal for the money earning activity
LOW-RISK OVERNIGHT ACTIVITY

VERIFYING CERTIFICATIONS:

Overnight activities require the appropriate number of adults who are First-aid/CPR trained AND troop camp trained.

**FIRST-AID/CPR Trained Adult**
- Must be approved GSNETX provider**
- Approved providers listed on www.gsnetx.org under “Forms”
- Must be current - not expired
- Person with certification must attend event

**TROOP CAMP Trained Adult**
- TR:301 GSNETX Camping Training and
- TR:302 On the Road training
- Must be current - not expired
- Person with certification must attend event

**Approved GSNETX providers of First-aid/CPR training are American Red Cross, National Safety Council, Medic First Aid (formerly known as EMP America), American Heart Association, Emergency Care & Safety Institute, EMS Safety Services, and American Safety & Health Institute.**

First-aid/CPR training that is available entirely online does not satisfy Girl Scouts’ requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique.

Volunteer Policies & Procedures, Section XII, Adult Development talks about which certifications are needed for what types of overnights.
LOW-RISK MONEY EARNING ACTIVITIES

Money earning/fundraising activities are approved at the Low risk level. All of the information about what types of fundraisers are permitted are contained in the Volunteer Policies. See Volunteer Policies & Procedures – Sections XVII, XIX & XXI. If you have questions, confer with your Volunteer Coordinator first.
CAMPOUT INFORMATION FROM POLICIES & PROCEDURES

Level I - Field Trips & Sleepovers:

a) A Girl Scout Troop that is leaving the regular meeting place on a field trip must be accompanied by at least one (1) adult who has accessed GSNETX Beyond Your Meetings video and completed an online knowledge check, one (1) First Aider as defined in Safety Activity Checkpoints, and an appropriate number of safety ratio adult members who are background cleared.

b) A Girl Scout Troop that is having an indoor sleepover (such as a slumber party, lock in, or overnight at the local zoo) must be accompanied by at least one (1) adult who has accessed GSNETX Beyond Your Meetings video and completed an online knowledge check, one (1) First Aider as defined in Safety Activity Checkpoints, and an appropriate number of safety ratio adult members who are background cleared.

c) A single overnight backyard campout in a tent, in a fenced backyard, less than 25 yards from a residence, not using grills or fire of any kind is considered to be a sleepover.

Level II - Camping Overnight:

a) Girl Scout Troops who are camping on Council owned sites with established sleeping and restroom facilities must be accompanied by at least one (1) adult who has completed 301: GSNETX Camping training, one (1) First Aider as defined in Safety Activity Checkpoints, and an appropriate number of safety ratio adults.

Level III - Camping Overnight:

a) Girl Scout Troops who are camping on non-council sites which have established restroom facilities must be accompanied by at least one (1) adult who has completed 302: GSNETX On the Road Camping training, one (1) First Aider as defined in Safety Activity Checkpoints, and an appropriate number of adults.
For the activities listed below, the Medium-High-Risk Activity Approval form must be completed.

- Overnight activity of 3 or more nights
- Traveling outside of Texas, Oklahoma, Arkansas, or Louisiana
- Contract that needs to be signed
- Activity requires certifications such as horseback riding, swimming, archery, etc.

1. Any overnight activity that is 3 or more nights long whether inside the GSNETX geographic defined territory or outside must complete the Medium-High Risk Activity Approval Form. The main reason for this is because the Girl Scout insurance that is provided with your membership does not cover events that occur for 3 or more overnights. There is a second plan that should be purchased. When the request for a medium-high risk activity approval is submitted with a 3 or more nights request the submitter will receive an extended trip packet which covers information about the insurance plan and other information to consider when planning a trip of this length.

2. A trip outside of the council defined geographic area (Texas, Oklahoma, Arkansas and Louisiana) must be approved at the council level. For example – I received a request for a group who was traveling by airplane to St. Louis, Missouri. They would only be gone 1 night and 2 days but because it was outside of the council defined geographic area, it needed to be approved at the council level.

3. All contracts must be signed by the Chief Program or Chief Financial officer. Volunteers cannot sign a contract on behalf of the council – they are not bonded to enter into such agreements. A contract for a service unit or troop meeting (like at a church or school) does need to come with an activity approval. Think of this like a cover sheet for the contract.

4. All activities which require certifications such as swimming, horseback riding, archery, etc. must be approved at the council level. A copy of the person’s certificate should be submitted with the activity approval. Some organizations will not give you a copy of their certifications. In this instance a letter from the organization stating what organization trains their employees will suffice.

Only designated staff members may sign High Risk Activity Approval Forms. The completed form and attachments should be submitted to activityapproval@gsnetx.org for approval 6-8 weeks prior to the activity date.
MORE ABOUT CONTRACTS

A contract for the following does need to come with a Medium-High Risk Activity Approval. **Think of the approval form as a cover sheet for the contract.** All contracts must be signed by the Chief Program or Chief Financial officer. Volunteers cannot sign a contract on behalf of the council, as they are not bonded to enter into such agreements.

- For a camp site (like a YMCA camp) even if it would qualify for a low risk form
- Renting a building for a fund raiser
- Vehicle rentals (car, van, bus)
- School building for a dance, Thinking Day event, etc.
- Contracts for regular Troop Meetings/Girl Rallies/Service Unit meetings
TRANSPORTATION

Private Transportation:
Individuals operating motor vehicles transporting girls must be a registered adult, at least 18 years of age, and be properly licensed and insured for the vehicle. The number of passengers must not exceed the intended number of passengers in the vehicle. Each person must have and use their specific seatbelt. All vehicles transporting girls and/or Girl Scout equipment must be properly registered, adequately insured and operated according to state statute. A minimum of two (2) adults is recommended for each vehicle. Each vehicle shall carry passenger Health Histories and Permission Slips.

Rentals:
- Only reputable vehicle rental agencies with good maintenance and service records may be used.
- Most rental agencies rent to the driver(s), not the Girl Scout Troop, even if the Girl Scout Troop is paying for the vehicle.
- The driver's insurance is the primary insurance; the rented vehicle replaces the driver's personal vehicle. Drivers should contact their own insurance agent to make sure their personal insurance covers the rental vehicle, and meets or exceeds the insurance requirements for the states or countries in which the vehicle will travel.
- We recommend that the driver purchase the “damage/collision waiver” insurance, which covers only the replacement value of the rented vehicle, when renting the vehicle.
- Drivers need to be experienced in driving the type of vehicle being rented.
- The use of a 15 passenger van to transport Girl Scouts is prohibited. While the lease of a 12 passenger van is NOT RECOMMENDED, if a 12 passenger van is used, the occupant load must be a maximum of nine (9) passengers, with the rear seat(s) unoccupied, AND the driver should have driver training/experience related to 12 passenger vans. If there is another mode of transportation available, it should be used instead of a 12 passenger van.
- Girl Scouts of Northeast Texas non-owned automobile coverage is a secondary coverage after the driver’s personal insurance. To meet the council insurance requirements, the council must be notified of the vehicle rental at least one (1) week prior of the rental, either through the Extended Trip Packet information or the Medium-High Risk Activity Approval form (on the council website). A copy of the rental agreement must be provided to activityapproval@gsnetx.org

Remember to always consult Volunteer Essentials and Safety Activity Checkpoints (www.gsnetx.org/safetycheckpoints) when traveling beyond your usual Girl Scout meeting place.
All volunteers coordinating activities (troop leaders, SU Event coordinators, etc.) where adults are transporting girls not under their guardianship must verify that each adult driving is an approved driver and that the vehicles meet the legal insurance, licensing and registration requirements. Drivers should not drive more than 12 hours in any one 24 hour period. Rest stops should be planned every few hours.

**Before signing** the Low-Risk Approval Form you should:

- Check Drivers Licenses
- Insurance cards and proof of current registration

Drivers’ must each individually initial the Activity Approval Form, indicating they agree to the statement: “I have a valid driver’s license, valid insurance and registration for the vehicle I will be driving, and that I have not been restricted from driving girls not in my guardianship by Girl Scouts of Northeast Texas.”

Copies should not be attached, as you have already checked their documentation.
INSURANCE

Non-Scout Insurance

For Extended Trip Insurance— the submitter of the High Risk Activity Approval Form will receive information in their Extended Trip Packet
THINGS TO REMEMBER

- Check that all the boxes on the form are filled.
- Numbers by age level – estimates okay
- Listed Emergency Contact Adults should not be attending activity. Emergency contact adults should have a participant roster and the participant's emergency contact information.
- Make sure the form is signed – we do not have electronic signature available
- Attachments included
- 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.

TIMELINES

Submitting the Forms – Time lines

Low Risk – to the person in your Service Unit who signs the form or your Volunteer Coordinator
Submit: 4-6 weeks prior to the scheduled activity

Medium-High Risk – email to activityapproval@gsnetx.org
OR mail to JoAnn Fogg Service Center
Submit: 6-8 weeks prior to the scheduled activity and 6 months prior for international travel