



# Activity Roster

**Lead Volunteer for group or activity: Make three (3) copies of this completed and final form.** (Mark those not registered as Girl Scouts with "N." Remember to purchase extra insurance for any non-Girl Scouts who are attending.)

1. For council or registration area/SU events, submit a draft copy of roster with event registration.
2. Upon arrival at the event, turn in one (1) copy of the final adjusted roster. Attach a copy of each girl's *Activity Permission Form*.
3. Leave one (1) copy with the group emergency contact person\*.
4. Keep one (1) copy with group at all times.
5. All participants (girls and adults) must be listed, with emergency contact information for someone NOT at the event.
6. Check *Safety Activity Checkpoints* for grade-level ratios that are appropriate for the particular activity.

\* **Group emergency contact cannot be a person attending the event.**

Group number \_\_\_\_\_ RegArea/SU \_\_\_\_\_ Age level \_\_\_\_\_ Name & date of event \_\_\_\_\_

Adult in charge of group \_\_\_\_\_ Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

Group emergency contact\* \_\_\_\_\_ Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_

<b>Participant's Name</b>	<b>First Emergency Contact Name &amp; Phones</b>	<b>Second Emergency Contact &amp; Phone</b>
Adult/Girl <input checked="" type="checkbox"/> <input type="checkbox"/>		
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