



# Special Activities Application

To be used for the following: 1) trips outside the council's geographic area, 2) all overnight events, and 3) any activities with special risks. Be sure to review procedures in *Volunteer Essentials* and *Safety Activity Checkpoints*.

Submit to support@girlscouts-gssi.org at least 4 weeks before activity details and permission forms are distributed to girls. Complete all appropriate sections.

Group number \_\_\_\_\_ Level:  D  B  J  C  S  A Registration Area/SU \_\_\_\_\_

Contact name \_\_\_\_\_ Position: \_\_\_\_\_

Phone numbers: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Street City State Zip

Activity date(s) \_\_\_\_\_ Name of trip/event \_\_\_\_\_

Activity type: (mark all that apply)

- One-day trip outside council area
- Event with special risk
- Overnight stay within council area
- Overnight trip outside of council area
- Extended (more than two nights) domestic or international travel (attach *Extended Trip Itinerary & Budget* form)

Number of registered Girl Scouts expected to participate \_\_\_\_\_ girls \_\_\_\_\_ adults

Number of non-Girl Scouts (tags, consultants, etc.) \_\_\_\_\_ \*additional insurance must be purchased

Emergency contact person during the activity \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**If activity includes travel, fill out section below.**

Destination \_\_\_\_\_

Departure day/time \_\_\_\_\_ Return day/time \_\_\_\_\_

Transportation: Private car  Bus  Company or Owner(s) \_\_\_\_\_

\_\_\_\_\_ All vehicles are adequately insured and driven by properly licensed adults (minimum age 21). (Fifteen- passenger vans are not allowed for transporting girls.) *Vehicle Information* Forms have been completed by each driver.

\_\_\_\_\_ Council will be asked to approve all bus arrangements and sign any contracts.

**If activity includes overnight stay, fill out section below.**

Number of nights 1  2  More  (#) (If more than 2 nights, *Extended Trip Itinerary & Budget* is also required.)

Camping/Overnight Experience of Group:

- Beginning
- Semi-Experienced
- Experienced
- Advanced

Accommodations:

- Cabin or RV <sup>1</sup>
- Tent campground <sup>2</sup>
- Camp Koch / other Girl Scout camp <sup>1 or 2</sup>
- Home (backyard tent) <sup>1</sup>
- Home (indoors) <sup>1</sup>
- Hotel/Motel <sup>1</sup>
- Other \_\_\_\_\_

Location of overnight stay: \_\_\_\_\_

<sup>1</sup> Current *On the Go* certification is required for indoor accommodations and backyard camping.

<sup>2</sup> Current *Troop Camp Training* certification is required for tent camping other than in your backyard.

Note: Depending on activities planned, additional information and certifications may be required. Review the next section.

**If you are planning any activity with special risk during this event, fill out section below.**

Activities planned. Check all that apply.

**Water activities <sup>3</sup>:**

- Boating (paddle, rafting, tubing)
- Canoeing
- Fishing
- Motor boating
- Sailing
- Skiing
- Swimming

**Land activities:**

- Bicycling
- Campfire/Outdoor cooking <sup>4</sup>
- Hayrides
- Horseback riding
- Skating (ice, roller, inline, etc.)
- Skiing (downhill, cross country)
- Other \_\_\_\_\_

<sup>3</sup> Consult *Safety Activity Checkpoints* for Lifeguard & Watcher requirements for these activities.

<sup>4</sup> Current *Basic Outdoor Skills* certification required.

\*\* Additional activities might be considered "special risk". Please consult *Safety Activity Checkpoints* for a more complete list and to determine if activity is appropriate for the girl's age level.

Location of activity \_\_\_\_\_

Provider \_\_\_\_\_

Length of the activity \_\_\_\_\_ Phone \_\_\_\_\_

Does the provider require a waiver of any kind? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please attach waiver.

**All groups complete section below.**

Given the activity plans, the adults accompanying the group have certifications, as applicable, for:

Name of adult	Basic Outdoor Skills expiration date	On The Go expiration date	Troop Camp expiration date	First Aider Certification on file at council or copy attached & expiration date	Lifeguard Certification on file at council or copy attached & expiration date

(Check *Safety Activity Checkpoints* and *Volunteer Essentials* to determine which courses/certifications are required for your event)

**Have you:**

- \_\_\_\_\_ obtained a copy of the certificate of insurance from business hosting the activity?
- \_\_\_\_\_ consulted the appropriate sections in *Safety Activity Checkpoints* and *Volunteer Essentials* to make sure that plans meet Girl Scout standards?
- \_\_\_\_\_ checked that all drivers and adults accompanying group on an overnight trip are registered volunteers with current adult memberships and current background screenings?
- \_\_\_\_\_ reviewed the attached *checklist* to guide you as you and the girls plan the activity?

I have reviewed all the information in this application and certify that it is correct to the best of my knowledge. I will follow all policies, standards and procedures in working with my group to plan and carry out this event.

Adult volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Council endorsement is based on existing council standards for trips and upon the presumption that each group will observe the health and safety standards given in the most recent edition of *Safety Activity Checkpoints*.

**For Council Use Only**

Endorsed \_\_\_\_\_ Not recommended \_\_\_\_\_ Not allowed \_\_\_\_\_

Reviewed by GSSI Staff member \_\_\_\_\_ Date \_\_\_\_\_

Reason \_\_\_\_\_

Group contacted with results on (date) \_\_\_\_\_ via (email, phone, letter) by \_\_\_\_\_

Any special considerations required of the group while carrying out this activity: \_\_\_\_\_

# Checklist for Planning Your Activity

(Keep with your records as you plan the activity)

Refer to appropriate *Safety Activity Checkpoints* when planning your activity. Additional resources include *Volunteer Essentials*, *On the Go*, *Basic Outdoor Skills*, and *Troop Camp Training* handbooks.

## Permissions

- 1. *Special Activities Application* is approved by GSSI prior to the permission slips going out to girls.
- 2. Site reservations are made, if applicable, and a person accompanying group has researched the site previously. The site will allow participation of every member of your group.
- 3. Parents are informed of all details of the activity. *Annual* and *Activity Permission* forms are returned. Girl medical information is updated. Be sure to take both with you!
- 4. All girls and adults are currently registered (or additional insurance has been purchased). All adults transporting girls or accompanying the group on an overnight are registered and approved volunteers.
- 6. Updated activity roster has been given to the group emergency contact person.

## Health & Safety

- 1. A Certified First Aider is accompanying the group, if required.
- 2. An adult with current *On The Go* certification is accompanying groups with plans for indoor or backyard tent overnight stays. An adult with current *Troop Camp Training* certification is accompanying groups with plans for outdoor overnight stays (other than backyard). If there will be any campfires or outdoor cooking, an adult certified in *Basic Outdoor Skills* is accompanying the group.
- 3. A certified water safety instructor or certified lifeguard is accompanying groups with plans for boating, canoeing, swimming, or other water activities.
- 4. The group has a first aid kit that includes phone numbers, and an incident form. A record of all girls with health problems or medications (with doctor's instructions) is on file with the first aider. *Adult Medical and Emergency* forms are completed and on file with the first aider.
- 5. Emergency procedures are planned and all adults and girls are aware of them.

## Transportation

- 1. Cars – Passengers are carried only in those areas designed for passengers. Each person has a seat with a seat belt. (Use them!) All vehicles are adequately insured and driven by properly licensed adults (minimum age 21). (15-passenger vans are not allowed for transporting girls). Automobile Information Forms have been completed by each driver.
- 2. Buses – Buses should be inspected, insured, and driven by properly licensed operators. A certificate of insurance is on file at council. A Certificate of Inspection is made the day of departure.
- 3. All drivers have approved VAPs on file at council and are given a map, directions, activity roster, and council emergency procedures card. Attempting to travel in a caravan (with cars depending on lead car for directions) is dangerous.

## Program & Budget

- 1. Girls and adults have used the Girl Scout Leadership Experience model and National Program Portfolio as they plan the activity.
- 2. Girls are developmentally ready for the activity, and have learned the skills necessary to carry out the activities that are planned.
- 3. Program plans are realistic, varied, and have a purpose. Alternate plans for inclement weather are made.
- 4. Activities will accommodate participation of every member of your group.
- 5. Arrangements are made for all program equipment or supplies.
- 6. Each girl knows what equipment/supplies she needs to bring.
- 7. Girls and adults have prepared a realistic budget. All girls can financially afford to participate. Any additional money-earning project has been approved by council.