

Follow these steps when your troop has an activity they want to participate in.

1. **Confirm** that approval is needed for your activity. Find more info on the [Safety Activity Checkpoints \(SAC\) Matrix](#) below.
2. Read the **Introduction to Safety Activity Checkpoints**, [GSSGC Policies & Procedures](#) and always follow the general safety guidelines found in [Volunteer Essentials Chapter 4 Safety-Wise](#).
3. **Request approval** at **least one month** prior to your outing by filling out the appropriate form listed below. Additional time is needed for target sports and Extended travel. Allow time for review. **Do not** make deposits or firm plans until approval is granted.
  - o [Activity Approval Form](#) (also used to replace Application for Troop/Group Camping/Horseback Approval)
  - o [Extended Trip Travel Application](#)
4. **Prepare** any other supporting documents.
  - o [Annual](#) or [Parent's Permission for Girl Scout's Outing](#)

## 1 These things are ALWAYS needed:

Supervision and First Aid Kit	Paperwork (keep with you)	Training
Qualified, background-checked adults in appropriate ratios for number of girls Drivers have membership, background check, and agree to follow safety guidelines	<a href="#">Health History</a> and Annual Permission (for each girl); <a href="#">Adult Health History</a> forms (for each adult) Emergency Procedures <a href="#">Blank Accident Report</a>	Leader Orientation Troop Financial Mgmt SLLS
First aid kit is on hand – hint: use a day pack and keep your paperwork in it, too.	Any other forms indicated below	Adult/Child First Aid/CPR Certification (at least one adult must be present) Any other training indicated below
<b>Parent/Guardian Permission</b> <b>Meetings:</b> When parents/guardians sign up for a troop/group, they give consent for troop meetings at the regular place and time. <b>Routine Activities:</b> Parents/guardians MAY use the Annual Permission form to authorize routine field trips for activities that do NOT require approval. Troop leader must communicate activity details to families using an agreed-upon method. See form for details. <b>Activities that Require Approval:</b> Get a signed Parent's Permission for Girl Scout's Outing for each girl. This form is also used for routine activities, if a parent/guardian does not grant annual permission.		
<b>Progression and readiness + any activity-specific skills.</b> Have girls and adults prepared for this adventure with gradual steps that build confidence and skill? Are their parents in agreement?		

## 2 Now, check what else is needed for your specific activities

Your trip or event may have elements in more than one section.

	Activity Approval (submit 1 + month before event)	Family contact info & event details given to In-Town Contact	Activity Insurance enrollment	Health History (all participants)	Ldr Orientation Troop Fin Mgmt SLLS	Basic Outdoor Training (BOT)	Extended Trip Training (ETT)	Wilderness First Aid
Troop meeting where no activities require approval (participants are members)	N	N	N	Y	Y	N	N	N
Troop meeting where an activity requires approval (participants are members)	Y	N	N	Y	Y	N	N	M
Council-hosted individual events, such as "She-" or "He and Me"	Girls register individually. Paperwork is handled directly with families.							
Troop overnights of more than 24 hours*	Y	Y	M	Y	Y	Y	N	N
Other activities requiring approval, such as horseback riding or swimming (see reverse side or the Safety Activity Matrix)*	Y	Y	M	Y	Y	N	N	N
Location is 30 min or more from Emergency Medical Services*	Y	Y	M	Y	Y	Y	M	Y
Travel: advanced domestic travel (includes leaving Calif., air travel or more than 2 nights) OR any international travel*	Take Extended Trip Training 6+ months in advance. Submit Extended Trip Travel Application following timelines provided in training.							

Y = YES; you need this form or training

N = NO; you don't need it this time

M = MAYBE; the requirement varies based on event and activity specifics. Evaluate the need using Safety Activity Checkpoints and GSSGC Policies and Procedures.

\* A Parent's Permission for Girl Scout's Outing must be used for all events and activities that require approval. It must also be used for each trip or event if a parent/guardian does not wish to grant annual permission; other parents may still use the annual form.

## Safety Activity Checkpoints Matrix

### Get approval for these activities

The troop or event leader must ensure checkpoints and the Intro to SACs are followed by girls, adults, vendors, and instructors. Request approval at least 1 month in advance, unless otherwise noted.

General Activities	Appropriate for:						Progressive Adventures	Appropriate for:					
	D	B	J	C	S	A		D	B	J	C	S	A
Backpacking			X	X	X	X	<b>Climbing &amp; Adventure Sports</b>						
Camping (includes any overnight > 24 hours)	X	X	X	X	X	X	<b>Challenge Courses</b>						
Pocket Knife and Jackknife Safety	L	X	X	X	X	X	Climbing and Rappelling (incl. slacklining, bouldering, indoor walls)						
Downhill Skiing and Snowboarding	X	X	X	X	X	X	Recreational Tree Climbing						
Go-Karting (amusement park cars on tracks are ok for all levels; approval not needed)			L	X	X	X	Zip-Lining						
Hayrides	X	X	X	X	X	X							
Horseback Riding (Daisy: hand-led pony rides)	L	X	X	X	X	X	<b>Padding &amp; Rowing Sports</b>						
Indoor Skydiving	L	L	X	X	X	X	Canoeing						
Offshore Water/Large Passenger Vessels	X	X	X	X	X	X	Corcl Boats						
Overnights (use Camping SACs for routine overnights; use Travel for advanced trips)	X	X	X	X	X	X	Kayaking						
Sailing		X	X	X	X	X	Rowboating						
Scuba Diving			X	X	X	X	Standup Paddleboarding						
Snorkeling			X	X	X	X	Whitewater Rafting						
Spelunking (caving)			X	X	X	X							
Surfing			X	X	X	X	<b>Target Sports</b>						
Swimming	X	X	X	X	X	X	3-D Archery						
Tethered Balloon Rides			X	X	X	X	Air/BB Guns **						
Travel, advanced domestic			X	X	X	X	Archery						
Travel, international **			X	X	X	X	Rifle, Shotgun (Including Trap and Skeet), Muzzle-Loaders **						
Tubing (floating down a river)			X	X	X	X	Pistol **						
Waterskiing and Wakeboarding			X	X	X	X	Slingshot						
Windsurfing/Sail Boarding			X	X	X	X	Target Paintball						
							Throwing: Tomahawk, Knife, Hatchet						

### Approval is NOT required for these activities

The troop or event leader must ensure the Safety Activity Checkpoints and Policies & Procedures are followed.

<p>Amusement Parks</p> <p>Animal Interactions (Approval required for international trips or those where other skills are needed, such as swimming)</p> <p>Bicycling</p> <p>Computer and Internet Use</p> <p>Cookie and Product Sales</p> <p>Fencing</p> <p>Geocaching (Daisies limited)</p> <p>Indoor Trampoline Parks (B J C S A only)</p> <p>Fishing and Ice Fishing</p> <p>Inflatables: Aquatic Climbing Walls, Bounce Houses, Bubble Soccer, Log Rolling (Approval required for Aquatic Inflatables and Log Rolling.) See SACs for grade restrictions.</p>	<p>Hiking</p> <p>Ice Skating and Roller Skating (Approval required for ice skating on natural bodies of water)</p> <p>Orienteering (J C S A only)</p> <p>Parades and Large Group Gatherings</p> <p>Cross-Country Skiing</p> <p>Sledding and Tobogganing and Snow Tubing *</p> <p>Snowshoeing *</p> <p>Tools, Hand and Power (see detailed info in SACs)</p> <p>Miscellaneous Activities: STEM, Arts, Crafts, Land Sports, Skateboarding (B J C S A only), Laser Tag, and Segway (C S A only), Outdoor Cooking</p>
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Don't see your activity? Contact the program team at [customer-care@gssgc.org](mailto:customer-care@gssgc.org). General safety info is in **Volunteer Essentials**

<b>LEGEND</b>	ALWAYS: Read the Introduction to SACs and the specific checkpoints <b>before</b> you begin planning. Involve the Girl Scouts!
	X = Appropriate for typical girls of this age group. Assess girls' abilities objectively.
	L = Limited situations for this age group. See the activity's SACs for guidance.
	* When on professionally established tracks, trails or runs.
	** Special Approval required = Strict standards apply. Read reverse for instructions. Allow additional time for approval.
Download all Safety Activity Checkpoints and Policies & Procedures <a href="#">here</a> .	

## Additional Information

Volunteer Essentials and GSSGC Policies & Procedures are your primary source for guidelines on girl-adult supervision, transporting girls, first aiders, and general safety.

Progressive adventures feature Master Progression Charts for three activity categories. Girls build skills as they move into increasingly challenging opportunities:

- **Climbing and Adventure Sports** includes slacklining, low and high climbing elements, bouldering, and artificial climbing walls.
- **Paddling and Rowing Sports** includes rowboats, corcls, canoes, kayaks, standup paddleboards, and whitewater rafting, all with varying currents or conditions.
- **Target Sports** includes slingshot, target paintball, air/BB gun, archery (and 3D archery), rifle, shotgun/trap/skeet, muzzle-loading and pistol. Special approval is required for firearms, and will be granted only for documented instructors at approved ranges. Contact the GSSGC Program Team for more information on approved locations; allow at least 45 days. Volunteers are urged to partner with parents/guardians to consider all facets of gun use.

Limits on specific activities have to do with the appropriateness for the age group involved. For example, Girl Scout Brownies may whitewater raft only in Class I or II rapids. When you see an “L” in the Safety Activity Checkpoints Matrix or a Master Progression Chart, read the SACs for the details. Know that *any* activity has the potential to be above the girls’ age or skill level, depending on conditions. Seek expert advice. For each specific activity, make sure you note the appropriate age level and instructor-girl ratios.

Indoor Trampoline Parks: Activity Approval is no longer required. As with all activities, use reputable venues with a certificate of liability insurance on file, and follow the SACs.

Reminders:

Activities Not Permitted include activities with potential freefall, X Games-type sports, outdoor trampolines, jet skis, ATVs, flying in privately owned aircraft, etc. See the list in **Safety Activity Checkpoints**.

Contracts Over \$500: generally, contracts which exceed \$500 no longer require council staff signature. Use good judgment and ask for advice whenever making these arrangements. Please note:

- Drivers may rent cars or minivans in their own names without staff signature. Evaluate the need for collision and liability insurance coverage with your carrier.
- Vans designed for more than 12 passengers are not permitted. ANY plans to borrow or rent a passenger van or bus must be reviewed by council staff, even if there is no cost. Contact [customercare@gssgc.org](mailto:customercare@gssgc.org) to get started.

Insurance Matters!

Girl Scouts requires vendors and venues to carry liability insurance. Does your vendor/venue have insurance on file with council? Send copies of insurance to [customercare@gssgc.org](mailto:customercare@gssgc.org) with subject line “Liability Insurance”

If your vendor/venue requests a certificate of insurance email [customercare@gssgc.org](mailto:customercare@gssgc.org)

Your event may require additional insurance if you are including non-Girl Scout members or stay more than two nights. Email [customercare@gssgc.org](mailto:customercare@gssgc.org) to request instructions to purchase.

3

**Go! Have a great time! Be sure to reflect with your Girl Scouts afterwards.**