

# Activity Approval Process

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 **Safety Activity Checkpoints, GSSGC Policies & Procedures** and always follow the general safety guidelines found in **Volunteer Essentials Creating a Safe Space for Girls**
3. **Request approval** at **least one month** prior to your outing by filling out the appropriate form listed below. Additional time is needed for shooting sports and Extended travel. Allow time for review. Do not make deposits or firm plans until approval is granted.
  - **Activity Approval Form**
  - **Extended Trip Travel Application**
4. **Prepare** any other supporting documents.
  - **Trip or Event Permission form**
  - **Extended Trip Travel Planning Documents**

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## These things are ALWAYS needed:

| Supervision and First Aid Kit  | Paperwork (keep with you)   | Training (at least 1 adult present)               |
|--|---|---|
| Qualified, background-checked adults in appropriate ratios for number of girls   | <a href="#">Health History</a> and <a href="#">Annual Permission</a> (for each girl); <a href="#">Adult Health History</a> forms (for each adult) | Getting Started with your 30 and 60 Day Trainings |
| Drivers have membership, background check, and agree to follow safety guidelines   | Family Info sheet for each girl   | First Aid/CPR (basic)                             |
| First aid kit is on hand – hint: use a day pack and keep your paperwork in it, too.  | <a href="#">Blank Accident/Incident Report</a>  | Any other training indicated below                |
|  | Emergency Card with phone numbers to call   |   |
|  | Any other forms indicated below   |   |
| <b>Parent/Guardian Permission</b><br><b>Meetings:</b> When parents/guardians sign up for a troop/group, they give consent for troop meetings at the regular place and time.<br><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.<br><b>Activities that Require Approval:</b> Get a signed Trip or Event Permission Form 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><br>Have girls and adults prepared for this adventure with gradual steps that build confidence and skill? Are their parents in agreement?  |   |   |

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## 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 | Vendor/venue liability insurance certificate on file with council | Volunteer Essentials           | Basic Outdoor Training (BOT) | Extended Trip Training (ETT) | Wilderness First Aid |
|--|--|--|-------------------------------|---|--------------------------------|------------------------------|------------------------------|----------------------|
| Troop meeting where no activities require approval (participants are members)  | N  | N  | N                             | N   | Y                              | N                            | N                            | N                    |
| Troop meeting where an activity requires approval (participants are members)   | Y  | N  | N                             | M   | Y                              | N                            | N                            | M                    |
| Field trip where no activities require approval (participants are members)   | N  | Y  | N                             | M   | Y                              | N                            | N                            | N                    |
| First troop overnight in the neighborhood* (participants are members)*   | Y  | Y  | N                             | M   | Y                              | Y                            | N                            | N                    |
| Council-hosted troop events, such as Adventure Weekends  | **   | Y  | ***                           | N   | Y                              | Y                            | N                            | N                    |
| Council-hosted individual events, such as "She-" or "He and Me"  | Girls register individually. Paperwork is handled directly with families.  |  |                               |   |                                |                              |                              |                      |
| Service unit encampment (cabin lodging, food and program provided)*  | **   | Y  | ***                           | ***   | Y                              | N                            | N                            | N                    |
| Service unit encampment (other lodging/food/program arrangements)*   | **   | Y  | ***                           | ***   | Depends on plans- ask director |                              |                              |                      |
| Troop camping*   | Y  | Y  | N                             | M   | 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                             | M   | Y                              | N                            | N                            | N                    |
| Location is 30 min or more from Emergency Medical Services*  | Y  | Y  | M                             | M   | Y                              | Y                            | M                            | Y                    |
| Travel: advanced domestic travel (includes leaving Calif., air travel or more than 3 nights) <b>OR</b> any international travel* | Take Extended Trip Training 6+ months in advance. Submit Extended Trip Travel Application. Allow additional time for approval. |  |                               |   |                                |                              |                              |                      |

**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 Trip/Event Permission Form 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.

\*\* Approval is automatically granted to troops if the encampment or camp director: 1) is trained and 2) obtains approval. Check with the director running the event, and request Activity Approval if needed. Trip or Event Permission form needed for each girl.

\*\*\* The camp or encampment director will evaluate the need for insurance and will enroll or obtain certificates if appropriate.

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

## Approval is NOT required for these activities

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

|  |  |
|--|--|
| Amusement Parks  | Hiking   |
| Animal Interactions (Approval required for international trips or those where other skills are needed, such as swimming)   | Ice Skating and Roller Skating (Approval required for ice skating on natural bodies of water)  |
| Bicycling  | Orienteering (J C S A only)  |
| Computer and Internet Use  | Parades and Large Group Gatherings   |
| Cookie and Product Sales   | Pocket Knife and Jackknife Safety  |
| Fencing  | Sledding and Tobogganing and Snow Tubing *   |
| Geocaching (Daisies limited)   | Snowshoeing *  |
| Indoor Trampoline Parks (B J C S A only)   | Tools, Hand and Power (see detailed info in SACs)  |
| Inflatables: Aquatic Climbing Walls, Bounce Houses, Bubble Soccer, Log Rolling (Approval required for Aquatic Inflatables and Log Rolling.) See SACs for grade restrictions. | Miscellaneous Activities: STEM, Arts, Crafts, Land Sports, Skateboarding (B J C S A only), Laser Tag, and Segway (C S A only), Outdoor Cooking |

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**

| LEGEN | ALWAYS: Read the <b>Introduction to SACs</b> 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.            |

## Additional Information

**Safety Activity Checkpoints, 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 the [Safety Activity Checkpoints](#).**

**Contracts Under \$500: generally, contracts which do not exceed \$500 do not 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) with the subject line certificate of insurance. In the body of the message, include why you are requesting it (i.e. for x event at y location) as well as the name and the address of the business who is requesting it.**

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