

# Troop Activity Notification Form

**INSTRUCTIONS:** Fill out form and send to Service Unit Director at the earliest possible time before event date. Unless you are notified that there is a problem, proceed with your planned activity. You will be contacted ONLY if there is a problem.

**REQUIRED FOR:** Troops doing activities which are less than three nights and includes one or more of the following:

- a. occurs outside of scheduled meeting place
- b. involves travel
- c. requires the use of special equipment
- d. covers sensitive issues

## GENERAL INFORMATION

Activity \_\_\_\_\_ Date \_\_\_\_\_

Troop # \_\_\_\_\_ Grade Level \_\_\_\_\_

Adult-In-Charge \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (D) \_\_\_\_\_ (E) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Does this activity involve a sensitive issue or high risk?  Yes  No

Activity Location \_\_\_\_\_ Phone \_\_\_\_\_

Description of Activity \_\_\_\_\_

Date of Activity \_\_\_\_\_ Time Period \_\_\_\_\_

Time \_\_\_\_\_ and Place of Departure \_\_\_\_\_

Schedule to be Followed \_\_\_\_\_

Time \_\_\_\_\_ and Place of Return \_\_\_\_\_

Activity Expenses / Cost \$ \_\_\_\_\_

## ANTICIPATED PARTICIPANTS

Number of Girls \_\_\_\_\_ Number of Adults \_\_\_\_\_ Number of Non-Members \_\_\_\_\_

Has extra Girl Scout insurance been applied for non-members?  Yes  No  Not needed

NOTE: Insurance forms can be obtained through the Membership Services Director at the Girl Scout service center.

OVER

## SAFETY

Consulted Safety-Wise pages \_\_\_\_\_

**List certified personnel** (first aid/CPR, lifeguards, etc.) \_\_\_\_\_

Special Equipment \_\_\_\_\_

## TRANSPORTATION

If private transportation, names of prospective driver(s) (must be adult[s]) \_\_\_\_\_

If public transportation (buses, leased or rented vehicles, or other special vehicles), have all conditions been met according to pages 57-59 in Safety-Wise?     Yes     No     Not Needed

Have you checked with the Girl Scout service center to see if a certificate of insurance is on file for the owners of the public transportation?     Yes     No     Not Needed

**In case of emergency, the leader will notify** \_\_\_\_\_,

**phone #** \_\_\_\_\_, **who will immediately notify the parents.**

## CONTRACTS

Are any special agreements or contracts required?     Yes     No

NOTE: The only person authorized to sign contracts on behalf of the Girl Scouts is the CEO or their designee.

Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_