

TROOP ACTIVITY: REQUEST FOR APPROVAL

Date Submitted: _____

This form must be submitted to the service unit manager or troop consultant **AT LEAST ONE MONTH** in advance for a camping trip or an activity out of council jurisdiction or **TWO WEEKS** for all other planned activities. The original will be kept in the service unit files and one copy will be returned to the troop leader.

Troop/Group #: _____ Grade Level: _____ Service Unit: _____

Type of activity: (check one) ☐ day trip ☐ overnight trip ☐ troop camping

Description of activity: _____

Dates and times of activity: from _____ on _____, to _____ on _____

Number of girls participating: _____ Destination: _____

Means of transportation: _____ Drivers: _____

Names of ALL adults accompanying the troop: _____

I have checked all Safety Activity Checkpoints applicable:

☐ Horseback Riding ☐ Challenge Courses ☐ Water Activities ☐ Fishing ☐ Other

Lifeguard/or person with required certification (if applicable) Name: _____

Emergency Contact Person: _____ Phone: Day: _____ Cell: _____ Eve: _____

ITEMS TO BE TAKEN ON THE TRIP OR PEOPLE THAT MUST PARTICIPATE:

- * Emergency Procedures information
- * Parent Permission for each girl
- * First aid kit
- * Medical insurance claim form
- * Accident report

- * A first aider or equivalent (if required)
Name: _____
- * A certified Troop Camper (if appropriate)
Name: _____
- * Correct adult/girl coverage per grade level (see Safety Activity Checkpoints)

Current balance in troop treasury: \$ _____

Cost of activity: (Does not need to be completed if there is no cost)

Transportation	_____
Food	_____
Program	_____
Insurance	_____
Other	_____
Emergency Fund	_____
TOTAL COST	\$ _____

Amount to be paid from
troop treasury:

Amount to be paid by girl:

Troop/Group Volunteer signature _____ Girl signature _____

APPROVED:

Service Unit Manager or Troop Consultant

Date

NOT APPROVED for the following reason(s): _____

* **White** - Service Unit

* **Canary** - Membership Specialist

* **Pink** - Troop Volunteer