



Girl Scouts.

Troop/Group ACTIVITY APPROVAL REQUEST

Western Oklahoma, Inc. · 121 N.E. 50th Street · Oklahoma City, OK 73105
(405) 528-3535 · 1-800-698-0022 · FAX: (405) 528-4475
www.gswestok.org

Send to:
Program Executive

Troop/Group # _____

Service Unit # _____

As required by *Safety-Wise*, volunteers must fill out this form and get GS-WEST approval prior to participating in any of the following activities: **1) Any overnight trip/activity up to and including two nights; 2) Any activity requiring special equipment**, such as a helmet; **3) Any activity requiring someone with special certification beyond first aid**, such as lifeguard or small craft (please check *Safety-Wise* activity check points); **4) Any activity of a sensitive or controversial nature**, such as a module on body image or drug prevention. Please submit this form to the Program Department at least 2 weeks prior to the trip/activity. You will be notified once your form has been processed.

Number of Participants:

Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Juliettes _____ Tag-A-Longs _____

Total Girls _____ Total Boys _____ Adults # Females _____ Adults # Males _____ Total _____

EXTENDED TRIPS (3 nights or more) use Extended Trip Approval Form

Leader (required for Troop/Group--2 or less-- activities) _____

E-mail _____ Phone (1) _____ (2) _____

Address _____ City _____ Zip _____

Activity Information

Description of Activity _____

Start Date _____ Time _____ End Date _____ Time _____

Event Location and Address _____

Certified Adults Copies of certification cards must be sent with Activity Approval Request. They will be kept on file for one year. New Copies must be submitted annually.

First-Aider

Name _____ First-Aid Expires _____ CPR Expires _____

Trained Activity Supervisor (Lifeguard, archery etc.)

Name _____ Activity _____

Certification _____ Expiration Date _____

Name _____ Activity _____

Certification _____ Expiration Date _____

Outdoor Certification TCC cannot serve as First-Aider at the same activity

Troop Camp Certification (TCC)

Name _____ Expiration Date _____

Outdoor Skills

Name _____ Expiration Date _____

Emergency Contact Information

Name _____

Phone (1) _____ (2) _____

E-mail _____

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Activity Budget

Group Pays \$ _____

Each Girl Pays \$ _____

Each Adult Pays \$ _____

Other Income \$ _____

Total Cost \$ _____

Transportation Information

Number of Vehicles: _____ Private _____ Leased _____

Chartered Bus – Company Name _____
Charter must be attached or submitted as soon as possible for council signature.

Public (Mass) Transportation _____

Other Please Specify (plane, train, boat) _____

By clicking this box I verify that I want my event to be put on the website for registration. I understand that if the event is put on the website it will be open to anyone in the GS-West Service area. I also understand that payment will come **ONLY** through the council. I also understand that there will be 2 deadlines. After the first deadline there will be a **50% price increase** and the second deadline will close the event.

First Deadline: _____ Second Deadline _____

Price of event per participant: _____

Minimum number of participants _____ Maximum number of participants _____

By Checking this box I verify that Safety-Wise has been consulted & guidelines will be followed as will the policies of GSUSA and Girl Scouts Western Oklahoma, Inc. Written permission has been or will be obtained for each girl.

ECC/Leader Name _____ **Date** _____

Staff Only		
Approved	Not ApprovedCanceled
Reason _____	Council Signature _____	Date _____