

## Activity Consultant Information Vista Service Unit

### What does the Activity Consultant do?

The Activity Consultant helps keep you in compliance with Girl Scout safety requirements as you plan events and activities for your troop, service unit, or the community. She will also help you maintain the proper level of Girl Scout insurance for your event or activity. The Activity Consultant reviews your troop's permission forms and approves your Activity Approval forms. Please contact the Vista Service Unit Activity Consultant, Lori Knowles at (760) 732 0112 for more information.

### When do I need to use a permission slip?

Every time you are outside your regular meeting time and place, you should have signed permission forms for all your participating girls. Every year you complete a Membership Dues Summary form. On this form you record your regular meeting time and place.

Every time you plan a meeting or activity that is either **not** within the stated time frame or **not** at that regular location, you should be requiring permission forms from your girls.

Please be sure you have reviewed the safety checkpoints for your activity at

[www.sdgirlscouts.org/safety](http://www.sdgirlscouts.org/safety).

Permission Slip: <http://www.sdgirlscouts.org/files/perm/PG-0085CW%20Permission%20Form.pdf>

### Does the Activity Consultant need to approve my permission form?

No, the Activity Consultant only reviews the permission form to be sure that no other forms are required, and that the activity is appropriate for the level and experience of the troop. At Council's request, troops send the Activity Consultant maintains a database of these "blank" permission forms for each troop. Each troop should also be keeping the signed permission forms on file for one year.

### When should I use the Activity Approval Form?

**Every** time you have an overnight or your troop is participating in a higher risk activity, you need to submit an Activity Approval form to your Activity Consultant. There is a list of activities on the Activity Approval Form that require AC approval before participation, however, this is not a complete list. Please use common sense! For example, if approval is necessary for swimming, then you are going to need Activity Consultant approval for stand-up paddling. Please be sure you have reviewed the safety checkpoints for your activity at [www.sdgirlscouts.org/safety](http://www.sdgirlscouts.org/safety) before you submit your forms.

Activity Approval: <http://www.sdgirlscouts.org/files/perm/PGO-0023W%20Activity%20Approval%20Form%20Fillable.pdf>

### Does the Activity Consultant have to approve my Activity Approval Form?

Absolutely! Council requests that you submit the Activity Approval form to your Activity Consultant **ONE MONTH** prior to the activity or event. This ensures time for additional trip insurance to be purchased, liability insurance to be confirmed, and required training to be evaluated. It also includes time for AC and Council emergencies and/or vacations. Please, please, please submit your Activity Approval forms as early as you can! And please remember, you are not covered by any Girl Scout insurance for these activities, *unless you have Activity Consultant approval!*

### Do I need Let's Camp if I want to do a troop overnight at my house?

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Yes! And you will need to submit an Activity Approval Form to your Activity Consultant.

### **Do I need Let's Cook if I want to cabin camp with my troop?**

*Let's Cook* is required if the girls are going to be cooking food or if there is a campfire. If adults are cooking for the girls during a campout then *Let's Camp* would be enough to cover the cabin camping event.

### **Do I need Let's Tent to tent camp at an encampment?**

Maybe... maybe not... If the girls are sleeping in tents and participating in the encampment activities, including meals, just the same as the girls sleeping in the cabins then, no, the leaders do not need to be *Let's Tent* trained. If, however, the girls are tenting and cooking their own meals and planning their own activities then, yes, the leaders do need to have *Let's Tent* training.

### **Our troop wants to go to Rawhide Ranch (or Knott's Soak City, or Ice Skating)**

When your troop plans a higher risk activity at a place of business, that business needs to provide San Diego Girl Scouts with evidence of liability insurance. This must be done before your Activity Approval Form can be approved. Go to [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance) to see if your destination has already provided Girl Scouts with their current insurance information. If not, you will need to work with the business to get that information forwarded to Council.

### **Our troop wants to go to Disneyland**

When a troop travels outside the county, they must purchase additional insurance for the trip. Go to [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance) for more information.

### **Our troop wants to travel to San Francisco (or other domestic travel destination)**

Troops that are planning to travel domestically should begin working with their Activity Consultant one year before their travel date. Additional training and insurance is required to take your troop on an advanced travel excursion. Leaders must have *Troop Tripping* training and the girls should participate in one of the Hostelling International trainings: *GS Travel 101*, *Cultural Kitchen*, or *Travel Bug*. Advanced travel also requires you to submit a detailed itinerary along with your Activity Approval form.

### **Our troop wants to travel internationally**

Troops planning to travel internationally should begin working with their AC as soon as possible and no later than one year prior to travel. Leaders will be required to complete *Troop Tripping* training and girls will be required to participate in one of the Hostelling International trainings: *GS Travel 101*, *Cultural Kitchen*, or *Travel Bug*. Troops planning international trips will work directly with council to obtain approval.

### **Is there anything else I should know?**

One excellent resource that all leaders should be familiar with is Safety Wise (Chpt 4 of Volunteer Essentials). You can find it at [www.sdgirlscouts.org/safety](http://www.sdgirlscouts.org/safety)