

GIRL SCOUTS OF EASTERN OKLAHOMA
 REQUEST FOR APPROVAL OF ACTIVITY REQUIRING COUNCIL PERMISSION
 FORM IS DUE **FOUR (4) WEEKS** IN ADVANCE



girl scouts

Send to: 4810 S. 129th East Ave., Tulsa, 74134 ~ FAX 918-749-2556 ~ camps@gseok.org

Troop # _____ Troop Level _____ Service Unit _____ Leader _____ Email _____ Phone (H) _____ Phone (W) _____ Phone (C) _____ Address _____ City _____ Zip _____ #Girls _____ #Female Adults _____ #Male Adults _____ #Tagalongs _____* * See box at right for further information about Tagalongs	<p align="center"><u>If you expect tagalongs, please specify:</u></p> # of Girls and their ages: _____ _____ # of Boys and their ages: _____ _____ You must provide extra adult(s), in addition to the girl/adult ratio, who will be responsible for tagalongs.
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Activity Begins (Location) _____
 At (Time): _____ On (Date): _____

Traveling to: _____

Activity Ends (Location) _____
 At (Time): _____ On (Date): _____

Complete ONLY if using a COUNCIL FACILITY:

Check-in Time _____ Check-out Time _____
 Date _____ Date _____

Note: If using a council facility, identify by camp AND unit (i.e.-Tallchief Hickory)

Locked Facility (Motel, private home, etc.) or any Council Facility. Specify: _____

Unlocked Facility (tents, etc.) Rating Score _____**
 Specify type of facility: _____

**COMPLETE THE SECURITY RATINGS FORM (#588F OR #597F) TO DETERMINE SCORE

REQUIRED FOR ALL ACTIVITIES BEYOND THE MEETING TRAINING

Name: _____
 Date of Training: _____

FIRST AIDER (Must Attach Copy of Certification)

Name: _____
 Certification Type & Expiration: _____
 Issued by (GSEOK, ARC, AHA, etc.): _____
OR - Medical License (MD, RN, LPN, EMT, etc.)
 Type & Number: _____ Expiration Date: _____

NOTE: Wilderness First Aid or Wilderness First Responder is required if EMS response is more than 30 minutes.

MODE OF TRANSPORTATION:

Private Vehicle
 Public Transportation
 Rental/Charter/Loaned Vehicle (Submit Form #589F)

AT-HOME CONTACT (NOT accompanying the troop):

NAME: _____
 HOME PHONE: _____
 CELL PHONE: _____

LEADER'S STATEMENT OF COMPLIANCE

Safety Activity Checkpoints, Volunteer Essentials, GSEOK's Position Statement on Safety and Security Form #590T and/or Emergency Procedures Form #579T have been reviewed and are being adhered to.

I have verified that all personnel (first aider, lifeguard, instructors, etc.) are currently certified to perform in those capacities according to safety guidelines and have attached copies of all certifications.

I have verified that all drivers for this activity are properly licensed and that the vehicle they will be driving is registered, insured for liability (as required by Oklahoma statutes) and well maintained. Every passenger will have a seat and use a seat belt.

Parents have been informed of the particulars regarding this activity including safety precautions/emergency procedures. Permission will be received for each girl with parent or guardian signature acknowledging their understanding of and agreement with the activity(s) as planned and that they have no further questions.

LEADER'S SIGNATURE _____ DATE _____

Complete the information on the back for planned activities requiring approval, including camping.

PLANNED ACTIVITIES (check all that apply):

- Amusement Parks (Required only for Waterparks)²
- Backpacking³
- Camping¹
- Climbing and Adventure Sports (Challenge Courses, Climbing, Rappelling, Zip Lining, Recreational Tree Climbing)³
- Community Clean-Ups (Beach, Rivers/Waterways, Public Parks, Highway/Road, Adopt-a-Highway)
- Fencing³
- Fishing and Ice Fishing²
- Go-Karting
- Hayrides⁴
- Horseback Riding³
- Indoor Skydiving³
- Inflatables (Aquatic, Bounce Houses, Bubble Soccer, Log-Rolling)
- Overnight Activities (without Camping)
- Offshore Water Vessels (Large Passenger Vessels)
- Parades and Other Large Gatherings (ONLY if providing a service booth or riding on a float – not required for marching in parade or spectating)⁴

- Paddling and Rowing Sports (Rowboats, Corcls, Canoes, Kayaks, Standup Paddle Boards, Whitewater Rafting)²
- Pocket Knives and Jackknives
- Sailing²
- Scuba Diving²
- Segway³
- Skateboarding³
- Skating (Ice, Outdoor Roller, Inline)
- Snorkeling²
- Snow Skiing (Cross-Country, Downhill, Snowboarding)³
- Spelunking/Caving³
- Surfing²
- Swimming²
- Target and Shooting Sports (Archery, 3-D Archery, Slingshot, Ax/Knife/Hatchet Throwing, Guns of any type, Target Paintball)³
- Tethered Hot Air Balloon Rides³
- *Tools – Hand and Power (*Refer to SAC Master Tool Chart)
- Travel/Trips (approval required for all overnight trips)
- Tubing/Waterskiing/Wakeboarding²
- Windsurfing

Numbered activities require trained and/or certified personnel. Refer to boxes 1, 2 or 3, Form #571T and *Safety Activity Checkpoints*.

MUST ATTACH COPIES OF ALL CERTIFICATIONS.

1. TROOP CAMPER (Required for camping activities)

Name: _____

SITE ORIENTATION (Required if using council campsite)

Name: _____

2. WATERFRONT ACTIVITIES (Specify Type)

- Swimming Pool Waterpark Lake River
- Other _____

Personnel provided by: Facility Service Unit
 Troop (Fill in information below):

Lifeguard Name _____

Certification Type & Expiration Date _____

Canoe Instructor _____

Certification Type & Expiration Date _____

Other (Specify): _____

Name _____

Certification Type & Expiration Date _____

(Attach copies of all certifications)

Please list names of adults serving as watchers. The troop is responsible for watchers:

Charge Campsite Use Fee of \$ _____ to:

Account # _____

VISA MasterCard Other _____

Name on Card _____

Expiration Date: Month _____ Year _____

CVV (Security Code on Back of Card) _____

Billing Zip Code _____

3. OTHER SPECIALIZED PERSONNEL

(Attach copy of certification)

Name _____

Certification Type* _____

Expiration Date _____

* **Documented experience** may replace certification, but a copy of the documentation must be provided.

- Verify vendor is licensed, holds certifications, and/or carries liability insurance.

4. COMMUNITY EVENTS

Name of Event: _____

In detail, describe how the troop plans to participate (i.e. – ride on a float in a parade, provide a service booth at a town carnival, etc):

Refer to *Safety Activity Checkpoints* for Parades and Other Large Gatherings. If renting, leasing or borrowing a vehicle, Form #589F must be attached to this request. NOTE: The term “vehicle” refers to **trailers or other towed conveyances** as well as to motorized carriers.

YOU DO NOT NEED COUNCIL APPROVAL

IF THE TROOP IS ATTENDING THE EVENT AS SPECTATORS OR MARCHING IN A PARADE.

HAYRIDES

Refer to *Safety Activity Checkpoints* for Hayrides. The State of Oklahoma does not require a hauled vehicle to be licensed or to display a safety inspection sticker if it is not used commercially. Therefore, it is the responsibility of the leader to insure that these guidelines are being met.

FOR OFFICE USE ONLY

Date Received _____

Use Fee Paid \$ _____

Receipt # _____

Date APPROVED _____

DENIED _____

Comments: _____
