Service Unit Activity Information

girl scouts of eastern oklahoma

GSEOK 586

Please use this form as a cover page for all other necessary forms (585Fs, 588Fs) and copies of certifications. Individual troops are **NOT** required to submit Form 585F unless this activity is in conjunction with an overnight OR takes place at a council facility. **Form is due 4 weeks prior to activity.**

Service Unit _____

Coordinator_____ Email _____

Cell _____

#Troops Participating (Forms attached) _____ **OR** # Individual Participants _____

Name of camp or other facility: _____

Address/phone # if other than a council facility: _____

Event Start Date/ Time: _____

Event End Date/ Time): _____

Is the service unit providing first aider? ☐ **NO** ☐ **YES**

Name of first aider: _____

ATTACH COPY OF FIRST AID AND CPR CERTIFICATIONS or LICENSES

NOTE: For large events, one first aider is required for every 200 participants. Wilderness First Aid or Wilderness First Responder is required if EMS response is more than 30 minutes.

Is the service unit providing transportation? ☐ NO ☐ YES:

☐ Private Vehicle ☐ Public Transportation ☐ Rental/Charter * ☐ Loaned Vehicle *

* Attach Form 589F

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If you are using a council facility, will your group need:

- ☐ Archery Range
- ☐ Hatchet Range (WSS)
- ☐ Canoes (Form 593F must be filed by canoe instructor)
- ☐ Life Jackets
- ☐ Fishing Equipment
- ☐ Pool (TC/SW & WSS)

☐ KITCHEN (TC & WSS)
($25 usage fee for EACH meal)

____ Meals @ $25 each = $_____

Name of Person(s) qualified to use kitchen: _____

Planned Activities (check all that apply):

- ☐ Aquatic Inflatables [2]
- ☐ Archery, 3D Archery, Slingshots [3]
- ☐ Backpacking [3]
- ☐ Boating: Canoes, Kayaks, Row Boats, Corcls, Sailboats [2]
- ☐ Bounce Houses
- ☐ Challenge Course, Climbing & Rappelling/Ziplining, Recreational Tree Climbing [3]
- ☐ Fencing [3]
- ☐ Fishing and Ice Fishing [2]
- ☐ Go-Karts
- ☐ Hayrides [4]
- ☐ Horseback Riding [3]
- ☐ Indoor Skydiving [3]
- ☐ Knife/Tomahawk/Hatchet Throwing [3]
- ☐ Overnight with Camping [1]
- ☐ Overnight without Camping
- ☐ Offshore Water/Large Passenger Vessel
- ☐ Parades and Other Large Group Gatherings (ONLY if participating, not spectating) [4]
- ☐ Scuba Diving [2]
- ☐ Segway [3]
- ☐ Shooting Sports [3]
- ☐ Skateboarding [3]
- ☐ Snorkeling [2]
- ☐ Snow Skiing/Snowboarding/Snowshoeing [3]
- ☐ Spelunking/Caving [3]
- ☐ Standup Paddle Boarding [2]
- ☐ Surfing [2]
- ☐ Swimming [2]
- ☐ Target Paintball [3]
- ☐ Tethered Balloon Rides [3]
- ☐ Travel/Trips
- ☐ Tubing/Waterskiing/Wakeboarding [2]
- ☐ Whitewater Rafting [2]

Numbered activities require trained and/or certified personnel. Please refer to the list below:

Activity[1]: Answer item #1
Answer[2] item #2
Answer[3] item #3
Answer[4] item #4

While planning activities, please refer to Form 571T.

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1. Personnel Required for Activities

Site Orientation Training (Required if using council campsite)
Name: _____

2. Waterfront Activities (Specify Type)
☐ Swimming Pool ☐ Waterpark ☐ Lake ☐ River ☐ Other _____

Personnel provided by:

☐ Facility
☐ Service Unit (complete information below):

Lifeguard Name _____ Certification Type & Expiration Date _____

Canoe Instructor _____ Certification Type & Expiration Date _____

3. Other Specialized Personnel

Name _____ Certification Type & Expiration Date _____

Name _____ Certification Type & Expiration Date _____

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.

List of Participating Troops:

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4. Hayrides, Parades, & Other Large Gatherings

Name of Event: _____

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

_____

_____

_____

Refer to *Safety Activity Checkpoints* and *Volunteer Essentials* Safety Wise Chapter for guidelines. 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.

Refer to *Safety Activity Checkpoints* and *Volunteer Essentials* Safety Wise Chapter for guidelines. 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 coordinator to insure that these guidelines are being met.

Coordinator's Statement of Compliance

- ☐ *Safety Activity Checkpoints*, *Volunteer Essentials*, Girl Scouts of Eastern Oklahoma's Position Statement on Safety and Security Form #590T and/or Emergency Procedures Form #579T have been reviewed and are being adhered to.
- ☐ Parents will be 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.

Coordinator's Signature _____ DATE _____

For Office Use

Service Unit Activity Approved? ☐ NO ☐ YES: DATE _____

Comments _____