

Event/Activity/Trip Checklist

Please use this form as a planning tool. There is no need to return this form to the council.

THE FOLLOWING ACTIVITIES ARE NEVER ALLOWED FOR ANY GIRL: potentially uncontrolled free-falling (bounce houses, trampolining, bungee jumping, hang gliding, parachuting, and parasailing); go carting; creating extreme variations of approved activities; hunting; shooting a projectile at another person; riding all terrain vehicles and motor bikes; and taking watercraft trips in Class V or higher. Indoor trampoline parks may be permitted. Contact info@gsiowa.org to verify safety standards.

If your activity is not listed in **Safety Activity Checkpoints**, contact your Volunteer Experience Manager for guidance/approval.

Find resources for planning at girlscoutsiowa.org

For all Troop Events and Activities be sure to bring copies of **Troop Activities Permission Form** and **Girl Information Form**.

Troop / Service Unit Hosted Events

- Review **Safety Activity Checkpoints** (*make sure at least one volunteer has taken Moving Out training*).
- If the event will be listed on girlscoutsiowa.org and registration will be handled by GSGI, complete the **Event Listing Request Form** eight weeks prior to event.
- If necessary, complete the **Swimming/Water or Horseback Riding Activity Application** and turn in with the **Event Listing Request Form**.

Day Trips

- Review **Safety Activity Checkpoints** (make sure at least one volunteer has taken **Moving Out** training).
- If applicable, complete and submit **Swimming/Water Application** four weeks prior to event.
 - No form is required if location has lifeguards on staff at all times.
- If applicable, complete and submit **Horseback Riding Activity Application** four weeks prior to event.
 - No form is required if riding will be taking place at a council-approved location.
 - This list can be found at girlscoutsiowa.org/field-trips.
- Communication with parents about troop plans, costs, and schedule changes is key.
- Have a copy of **Emergency Procedures**.
- Non-members become members or purchase extra insurance by submitting the appropriate insurance plan enrollment form with payment two weeks prior to event.

Overnight Trips (1+ nights)

- Review **Safety Activity Checkpoints** (make sure at least one volunteer has taken **Moving Out** training).
- Complete/review **Overnight/Trip Budget** with troop.
- Submit **Overnight/Trip Application** six weeks in advance.
 - This is not required for council or service unit-hosted activities.
- Communication with parents about troop plans, costs, and schedule changes is key.
- Non-members become members or purchase extra insurance by submitting the appropriate insurance plan enrollment form with payment two weeks prior to event.
- If trip will be three or more nights, purchase extra insurance for girls two weeks prior to overnight/trip.
- Have a copy of **Emergency Procedures**.

International Trips

- Contact your Volunteer Experience Manager a minimum of **one year** prior to travel.