

Event/Activity/Trip Checklist

Please use this form as a planning tool. There is no need to return this form to the council. Be sure to check Safety Activity Checkpoints for all activities. Contact info@gsiowa.org with any questions on safety standards.

THE FOLLOWING ACTIVITIES ARE NEVER ALLOWED FOR ANY GIRL: potentially uncontrolled free-falling (bounce houses, 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; using outdoor trampolines; and taking watercraft trips in Class V or higher. Indoor trampoline parks and indoor skydiving are permissible.

For all Troop events and activities be sure to bring copies of **Troop Activities Year-Round Permission Form**.

Troop/Service Unit Hosted Events

- If you would like your service unit or troop event to be listed on our online Event Calendar, and open for online registration for members across the council, please submit the **Event Listing Request Form** at least four weeks prior to the event.
- If necessary, complete the **Swimming/Water or Horseback Riding Activity Application** and turn in with the **Event Listing Request Form**.

Short Trips (Day trips or fewer than 3 nights.)

- 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/to-do.
- Communicate with parents about troop plans, costs, and any schedule changes.
- Non-members must register for Girl Scout membership (\$25) or the troop/service unit must purchase extra insurance by submitting the appropriate insurance plan enrollment form with payment two weeks prior to event.

Extended Trips (3+ nights)

- Complete/review **Trip Budget** with troop.
- Submit **Trip Application** six weeks in advance.
 - This is not required for council or service unit-hosted activities.
- Collect a completed **Parent Permission Form** for each participant.
- Communicate with parents about troop plans, costs, and any schedule changes.
- Non-members must register for Girl Scout membership (\$25) or the troop/service unit must purchase extra insurance by submitting the appropriate insurance plan enrollment form with payment two weeks prior to event.
- Purchase extra insurance for girls two weeks prior to overnight/trip by submitting the Plan 2 enrollment form with payment.
- Have a copy of **Emergency Procedures**.

International Trips

- Submit your **Trip Application** a minimum of **six months** prior to travel.