

# Activity Notification



## Description

Follow the process below to notify council staff of activities not at your usual meeting space or time or to get money earning activities approved. Work with your local membership staff person to ensure proper steps are followed.



## Process

- Always refer to Safety Activity Checkpoints to verify if approval is needed for an activity, what levels can participate in the activity, and what guidelines need to be followed.
- If council approval is needed, complete this form at least 5 business days prior.
- Information to have before completing the form:
  1. Event information (date, time, location, activity)
  2. Who is the responsible adult for the event and their contact information
  3. Who is the First Aider for the event and what is their contact information? (First Aider requirements are on page 16 of Safety Activity Checkpoints. See link above.)
  4. Are tagalongs allowed? (Tagalongs are non-registered youth attending Girl Scout events.)
  5. How many youth are attending? How many adults are attending? (Estimations are acceptable.)
  6. Do you have adequate adult supervision (registered and background checked) for adult to youth ratios? Make sure to include all youth, tagalong and registered Girl Scouts, for your ratios. (See Safety Activity Checkpoints page 5 for ratios. See link above.)
- Complete the Activity Notification Form. The last two questions are for money earning activities only.

Please reach out to your local membership staff person with any questions.

Processes are subject to change. Always refer to Volunteer Essentials, Safety Activity Checkpoints, and your local membership staff person for the most current information.