

Girl Scouts of Western Washington
Short Term Trip/Activity Permission
(for trips of 2 nights or less and other special activities)

As required by *Safety-Wise*, volunteers must fill out this form and get GSWW approval prior to participating in any of the following activities: **1) Any overnight trip/activity up to and including two nights; 2) Any activity requiring special equipment**, such as a helmet; **3) Any activity requiring someone with special certification beyond first aid**, such as lifeguard or small craft (please check *Safety-Wise* activity check points); **4) Any activity of a sensitive or controversial nature**, such as a module on body image or drug prevention. Please submit this form to your service unit manager or her/his designee for approval at least one week prior to the trip/activity.

Type of Activity: _____

Date Leaving: _____ Date Returning: _____ Destination: _____

Telephone: _____ Address: _____ City, State, & Zip: _____

Mode of transportation: _____ Service Unit #: _____ Troop#: _____

Program Level: _____ # Girls: _____ # Adults: _____ # Non-scouts: _____

Emergency contact at home: _____ Phone: _____

Leader/Adult in charge: _____ Phone: _____

Address: _____ City & Zip: _____

Email: _____ Date Leadership Training completed: _____

Leader Signature: _____ Date: _____

List qualified people for camping, specialized or high adventure activities: (For first aid, lifeguards, and small craft, attach a copy of the appropriate certification.)

Appropriate level of Outdoor Training: _____

First Aid Certification: _____ Expiration Date: _____

Lifeguard Certification: _____ Expiration Date: _____

Small Craft Certification: _____ Expiration Date: _____

Name of person with any specialized certification for this trip (skiing, horseback riding, etc.): _____

Accommodations for overnight trips:

When troop leaders select an overnight site that is not GSWW owned, this section of the form needs to be filled out as a supplement to *Safety-Wise*. The leader or designated person must inspect or obtain a first hand report of the site to assess any hazards, the suitability for the site use, and to ensure that local and state regulations related to drinking water, sanitation, fire building and waterfront, etc., are followed. Leaders are responsible for following GSUSA and GSWW policies relating to overnight trips:

I. Sleeping Areas/Buildings:

- Adequate space.
- Two separated, easily accessible exits.
- Smoke detectors.

II. Fire/Emergency/Security:

- Fire extinguisher is available & good condition.
- Emergency procedures are reviewed.
- Good fire safety procedures are practiced.

III. Water Supply/Sanitation Facilities:

- One toilet and handwashing facility per 20 persons.
- Safe drinking water is provided.
- Garbage collection & disposal system is in place.

IV. Food Service (Kitchen Facilities):

- Perishable food is kept chilled at 40 degrees or less.
- Cleaning equipment is stored separately from food.
- Commercial kitchen is up to code.
- Dishes are washed, sanitized, and stored properly.

V. Waterfront/Pool:

- Swim area is free from hazards.
- Diving is safe, or posted "no diving."
- Lifeguards & rescue equipment are available.
- Separate Small Craft and Swimming areas.
- Personal flotation devices & boating equipment are available.

Signature, Service Unit Manager: _____ **Date:** _____

Original kept by SUM, yellow copy to troop leader

SUM provides original to GSWW at end of membership year for storage