



# Troop Meeting/Activity Request Form - TAR

This Troop Activity Request (TAR) is required to be completed annually for troop meetings and when troops want to participate in a general day activity or outing that takes place outside of your regular meeting place.

For all Troop Meetings, Outings and General Day Activities, please submit your TAR to your Community Safety Coordinator (CSC) for approval, a minimum of two weeks prior to the date. Please be sure to keep a copy of all your paperwork. Once the troop meeting/activity is approved, the person that submitted the request along with their Community Engagement Manager will receive the approval email. Troop meeting requests will only need to be submitted once per membership year unless there is a location change.

Please Note: This form is **NOT** for any High Adventure/Risk Activities, Overnights or Travel. Please use the High Adventure/Overnight/Travel packet for those types of activities.

Please select the type of location \_\_\_ Outdoor Residence \_\_\_ Indoor Public \_\_\_ Outdoor Public

Troop#: \_\_\_\_\_ Community Name: \_\_\_\_\_

For Troop Meetings List Day/Date Range: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

For Activity – Date: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Location Information: Facility/Owner’s Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Number of Participants: \_\_\_ DY \_\_\_ BR \_\_\_ JR \_\_\_ CD \_\_\_ SR \_\_\_ AMB \_\_\_ Female Adults \_\_\_ Male Adults

Remember: Troops must always have a certified First Aider anytime they travel outside their meeting place

Troop First Aider Name: \_\_\_\_\_ Certification Expiration Date: \_\_\_\_\_

Always be sure to have the following paperwork, forms, and supplies with you at all times :

- Pre – Screening Forms
- Completed Rosters
- Parent Permission Forms
- GSC Covid Guidelines
- Accident Reports
- Insurance Claim Forms
- GSC Emergency Procedures
- Annual Health History for All Adults and Girls with all Medications

- Hand Sanitizer – at least 60% alcohol
- Disposable Face Masks
- Disinfecting/Sanitizing Wipes or
- Disinfectant Cleaner with Paper Towels
- Disinfectant Spray (Lysol)
- Tissues, Gloves and Garbage Bags
- Contactless Thermometers

As the responsible adult for this troop, I have checked all applicable guidelines according to the CDC and Girl Scouts of Citrus Covid 19 Specific Guidelines, Safety Activity Checkpoints and Volunteer Essentials. I have verified that all adults/ girls are aware of the protocols and all girl/adult ratios have been met:

Volunteer Name Typed : \_\_\_\_\_ Contact Email: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CSC Name: \_\_\_\_\_ CSC Signature: \_\_\_\_\_

## Checklist for Activities, High Adventure, Overnights and Local Travel

<u>Type of Activity/Travel</u>	<u>Requirements</u>
<p><b>Day Trips</b></p> <p>Trips/activities that do not have any risk associated with them. These can take place inside/outside Council Jurisdiction.</p>	<ul style="list-style-type: none"> <li>✓ Review GSC Activity Guidelines and Safety Activity Checkpoints for activity specific guidance and grade requirements</li> <li>✓ Review and Complete a Troop Activity Request packet (TAR) located at <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to the Community Safety Coordinator</li> <li>✓ Parent Permission Form for each girl attending</li> <li>✓ Annual Health History Form for Girls and Participating Adults</li> <li>✓ Have a Certified Troop First Aider</li> <li>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</li> </ul>
<p><b>High Adventure</b></p> <p>Any type of high adventure activity or one that may have an element of risk such as: Horseback Riding, Aquatics, Challenge Courses, Shooting sports etc. These can take place inside/outside Council Jurisdiction including other Councils.</p>	<ul style="list-style-type: none"> <li>✓ Review GSC Activity Guidelines &amp; Safety Activity Checkpoints for activity specific guidance and grade requirements. Vendor Must Be on the GSC Approved Vendor List</li> <li>✓ Review and Complete a High Adventure, Overnight &amp; Travel Packet located at <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to Michelle Rouleau through Customer Care at <a href="mailto:customercare@citrus-gs.org">customercare@citrus-gs.org</a></li> <li>✓ Activity waivers or other vendor paperwork (if applicable)</li> <li>✓ Parent Permission Form for each girl attending</li> <li>✓ Annual Health History Form for Girls &amp; Participating Adults</li> <li>✓ Have a Certified Troop First Aider</li> <li>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</li> </ul>
<p><b>Activities that take place on a Girl Scouts of Citrus property</b></p> <p>All events and overnight camping activities that troops participate in such as Troop Camping, Camporees, Day Events, Badge Days etc.</p>	<ul style="list-style-type: none"> <li>✓ Review GSC Activity Guidelines and Safety Activity Checkpoints for activity specific guidance and grade requirements</li> <li>✓ Review and Complete a Troop Activity Request packet (TAR) located at <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to the Community Safety Coordinator</li> <li>✓ Parent Permission Form for each girl attending</li> <li>✓ Annual Health History Form for Girls and Participating Adults</li> <li>✓ Have a Certified Troop First Aider</li> <li>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</li> <li>✓ Any necessary forms required for the event or activity</li> </ul>
<p><b>Overnight Trips 3 Days/2 nights or less</b></p> <p>Sleeping or camping overnight for 2 nights or less in a cabin, structured building, tent, hotel, Air B&amp;B, etc. These can take place inside/outside Council Jurisdiction including other Councils.</p>	<ul style="list-style-type: none"> <li>✓ Review GSC Activity Guidelines &amp; Safety Activity Checkpoints for activity specific guidance and grade requirements. Vendor Must Be on the GSC Approved Vendor List</li> <li>✓ Review and Complete a High Adventure, Overnight &amp; Travel Packet located at <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to Michelle Rouleau through Customer Care at <a href="mailto:customercare@citrus-gs.org">customercare@citrus-gs.org</a></li> <li>✓ Activity waivers or other vendor paperwork (if applicable)</li> <li>✓ Parent Permission Form for each girl attending</li> <li>✓ Annual Health History Form for Girls &amp; Participating Adults</li> <li>✓ Have a Certified Troop First Aider</li> <li>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</li> <li>✓ Have a Certified Troop Camper Level 1 (when camping)</li> </ul>



## Acknowledgement of Girl Scouts of Citrus Covid-19 Guidelines

This form is to be used when participating in any Girl Scout activities, meetings, trips etc. that take place for any Girl Scout activity with girls and/or adults.

**Please note:** for troop meetings this form only needs to be submitted once per membership year unless there is a location change.

Volunteer: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Troop #'s for all troops you lead : \_\_\_\_\_

Community Name: \_\_\_\_\_

\_\_\_ For troop meetings (only 1 per year) or \_\_\_ For any activity (each time)

Troop meeting/activity address: \_\_\_\_\_

Please acknowledge that you understand each of the statements below:

COVID-19 is an extremely contagious virus that spreads easily in the community. Each troop/family should weigh their participation based on their own as well as their family members health concerns. As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While Girl Scouts of Citrus takes every safety and preventative precaution, Girl Scouts of Citrus can in no way warrant or be held responsible that COVID-19 infection will not occur through participation in Girl Scout activities. \_\_\_ Initial

I have read the current guidelines for resuming in-person activities from Girl Scouts of Citrus Council and I will take all reasonable precautions to limit exposure for girls, volunteers, and families, which will include following CDC, GSUSA, GSC and state health department guidelines. \_\_\_ Initial

I will be sure to inform girls, volunteers, and families what measures have been put in place during our time together such as wiping down and disinfecting all high touch areas before, during and after activity. Wiping down supplies and other items and areas, spraying a disinfectant, the proper way to wash hands including how to shut off faucets, open doors, etc., using hand sanitizer, wearing masks, social distancing, and any other safety protocol including pre-screening forms and temperature checks. \_\_\_ Initial

For any allowed in-person troop activities, including meetings the adult volunteers are responsible for assisting with and monitoring all social distancing guidelines and cleaning protocols. \_\_\_ Initial

In the event of a positive COVID-19 test result within my troop, I will notify the parents/caregivers and others who may have been exposed. I understand girl and volunteer health information is confidential and I am not to share that with anyone outside of those exposed. \_\_\_ Initial

Volunteer Name Printed/Typed : \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

