

FAQ's for the Activity Consent, Hold Harmless and Release Agreement

Are tagalongs (non-member children who accompany a Girl Scout group) required to have a signed Activity Consent Agreement?

If the Activity Consent Agreement is **not** required of the member girls, for instance a troop meeting, then it is not required of the tagalong. If the Activity **does** require the consent agreement, then yes, we do need one for the tagalong.

Are non-members required to fill out the Activity Consent Agreement at large community events, i.e. Fun Fests?

Whether it is necessary or not will be evaluated on a case by case basis that will be reviewed at the time the Activity Insurance is purchased. If the event has an activity with a heightened risk of injury, then non-members will be required to submit the completed form. This can be completed at the event. Remember: Any event that includes non-members, you must obtain the GSUSA Activity Insurance for the non-members attending.

Does everyone have to fill out the Activity Consent Agreement when attending award ceremonies, i.e. Bridge Ceremony, Teas, Gold Award, etc.?

No, if the girl member/non-member is under the responsibility of a parent/guardian and is not partaking in the activity, but is there only as an observer - no Activity Consent Agreement is required. However, all children under the care of a GSNEO representative (troop leader, service unit leader) are required to turn in the completed Activity Consent Agreement for that event. Adults attending these ceremonies as observers are not required to complete the Activity Consent Agreement.

Do I need to have a signed activity Consent Agreement when I work on my Gold, Silver or Bronze Awards or other service projects?

Yes, Activity Consent Agreement will be required. Attached to the agreement will be the approved outline of the service project. If there is any variation from the approved plan, then an additional Activity Consent Agreement will be required detailing the change in the service project.

I am taking my troop to collect canned goods at the community center over the next several days, do I need one form for each day?

No, if the activity is repetitive, i.e. same time, same place; one form will be sufficient if the activity takes place over **1 week**. All dates and the activity must be disclosed on the form.

What about cookie booths?

No, if the activity is repetitive, i.e. same time, same place; one form will be sufficient if the activity takes place during a **1 week** period. If there is a location change or the duration is longer than 1 week, a separate Activity Consent Agreement will be required for each booth.

My daughter is taking prescription medication. Can she participate in troop activities?

Yes! If your child has a prescription for a "controlled substance", they would not be excluded from troop activities as long as the prescription does not impair their ability to participate. This provision was mainly intended for prescribed medication that may impair a participant's ability to participate in an activity, non-prescribed controlled substances or illegal drugs. Will we clarify this provision in the next revision of the form.

How does this agreement affect the Activity Insurance that we are entitled to as a member of Girl Scouts?

This agreement in no way interferes with the Girl Scout activity insurance that is part of your \$12 registration to GSUSA. This accident insurance covers medical costs for injuries sustained during a Girl Scout activity and is supplemental to your family medical plan. Please note that personal property is not covered under the GSUSA activity insurance. The GSNEO Activity Consent, Hold Harmless and Release Agreement is based on a standard release and hold harmless that is used in many different organized activities. Non-members also need to complete this form if and when they are present at a Girl Scout event. In this case additional GSNEO Activity insurance needs to be purchased for non-members.

Do I still need the Photo/Video Release form signed by a parent or guardian?

If the individuals have already signed the Activity Consent, Hold Harmless and Release Agreement for the particular activity for which it is required, then the Photo/Video Release would not be need. If video or pictures are taken during a troop meeting when the Activity Consent, Hold Harmless and Release Agreement is not required, then yes this form would need to be signed. It will be left on the website.

When do we use the Activity Consent, Hold Harmless and Release Agreement?

Girls: For every Girl Scout event/activity held outside of the regular scheduled troop meeting date, time and/or location.

Reminder: SafetyWise has always required written permission from parents/guardians for activities outside of their scheduled meeting time and place. Excerpted from Girl Scout Program Standard 10 in SafetyWise:

"Written permission from a parent or legal guardian is obtained for participation in Girl Scouting. Leaders and girls are responsible for informing parents or guardians of the purpose of Girl Scouting; of the date, time, and place of meetings; and of the type of activities included in group plans. When activities take place outside of the scheduled meeting place, involve overnight travel, or focus on sensitive or controversial topics, parents and guardians are informed and asked to provide additional written consent."

..."Girl members, regardless of age, are required to have written parent/guardian permission when required by the council."

..."Next, a leader/advisor gets a parent's or guardian's written permission for every girl wishing to participate in an activity, or a series of activities that is held at a different place and time from the regularly scheduled meeting place and time, or that involves unusual risks or controversial issues. "

Adults: For every Girl Scout event/activity held outside of the regular scheduled troop meeting date, time and/or location. Includes: Girl Scout events, outdoor programming and training, that have a higher risk

and/or physical demands. The Activity Consent, Hold Harmless and Release Agreement is not required for other meetings or trainings that are part of the business of Girl Scouting, i.e. Leaders' Meetings, GSNEO governance meetings or classroom trainings.

Who needs to complete this form?

Everyone including girls and adults, members and non-members, participating in a Girl Scout event scheduled outside of the regularly scheduled troop meeting.

Does this form replace the Parental Permission Slip?

Yes, and should be used in all occasions when the Parental Permission Slip was used.

When does the Activity Consent, Hold Harmless and Release Agreement become effective/required?

October 1, 2010, the Activity Consent, Hold Harmless and Release Agreement must be used for troop/group events and Council sponsored programs. This form was used successfully for the 2010 GSNEO Summer Camp Programs.

Do I need to use the Activity Consent, Hold Harmless and Release Agreement for my regular troop meeting?

No, if you are meeting at your regularly scheduled location, at the regularly scheduled time and on the regularly scheduled date, the Activity Consent, Hold Harmless and Release Agreement is not required.

How do we access this form?

The form is available on-line at www.gsneo.org or through your Membership Specialist. Additionally, the costs of copies, ink and paper are a legitimate troop/group expense and can be a line item on the Troop Finance report.

When do we collect these?

A completed Activity Consent, Hold Harmless and Release Agreement must be collected from girl and adult participants prior to the start of the event.

Who is responsible for keeping this form?

Troop leaders are required to retain the Activity Consent, Hold Harmless and Release Agreement for the troop year. The forms must then be submitted to GSNEO by June 30th or as requested if there is an incident. For series or one-time events the Program Facilitator and/or the Event Coordinator should turn the forms into their GSNEO representative at the conclusion of the series or event. These forms must be retained by GSNEO indefinitely.

Why must these forms be retained?

These are legal documents that are subject to the document retention requirements from GSUSA.

When and how do I turn this form into GSNEO?

For Troops/Groups, please staple forms for each event together, mark with your 5-digit troop number and submit to your MDS by June 30th or as requested if there is an incident.

For series or one-time events the Program Facilitator and/or the Event Coordinator should turn the forms into their GSNEO representative at the conclusion of the program, series or event.

What about individually registered girl or girls that go to an event without their troop leader?

The Activity Consent, Hold Harmless and Release Agreement must be completed and submitted to the Program Facilitator and/or the Event Coordinator at the event.

What do I give to my parents to communicate the details of the activity/events?

Troop leaders have found that the following methods work well for communicating information about the details of troop events/activities, leader contact information and emergency contact information:

- printed newsletter
- sending an email
- flyer
- a troop business card

If a parent/guardian attends an event with their child does the form need to be completed for the girl? For the parent?

Yes, in both cases. If a child or adult is participating in an event then the Activity Consent, Hold Harmless and Release Agreement must be completed.

For the council sponsored programs, can the troop keep the forms until year end or do they need to be submitted to GSNEO prior to the program?

Troops participating in a council sponsored program collect the Activity Consent, Hold Harmless and Release Agreement form just like they would for any other troop activity and submit them to Girl Scouts of North East Ohio by June 30th or as requested if there is an incident. Please be sure to mark with your troops 5-digit troop number.

Parents/Custodial Guardians of individual girls who participate in a GSNEO sponsored program must complete the Activity Consent, Hold Harmless and Release Agreement prior to the event and submit the completed form upon check-in to the Program Facilitator or Event Coordinator at the event.

What happens if a participant or parent/guardian of a participant refuses to initial or edits one or more sections of the form?

If the participant or the parent/guardian of a participant refuses to initial, edits the form or refuses to sign the form, the participant will not be allowed to participate or attend the event. Failure to complete the Activity Consent, Hold Harmless and Release Agreement is not a valid reason to request and receive a refund of the program/event fees.

Can this form be used for multiple activities, if they happen on the same day or during the same trip?

Yes, for example a troop that goes camping and is participating in a Rock Climbing event during the camp-out may use the same form for both activities.

Can a parent sign a blanket form for all troop activities for the troop year?

No, each unrelated activity or events needs an individual form.

Are troop leaders protected by the Activity Consent, Hold Harmless and Release Agreement?

Yes, as an approved volunteer you are considered an "Agent" of GSNEO.

For any additional questions about the Activity Consent, Hold Harmless and Release Agreement, please contact the GSNEO Office Manager at 800-852-4474.