

Safety for Events

What is an event?

Any activity other than just a regularly scheduled troop meeting may be an event if it includes other people outside the troop.

- Girls attending individually – any time you have girls attending as individuals rather than with their troop the activity qualifies as an event
- Promotion – when other troops, groups, or people are invited outside those planning the activity, it is an event.
- Size – if more than two large or three small troops are involved, it would be considered an event.
- Logistics – a complicated activity where there are many logistics to consider such as site, safety, transportation, etc., would be considered an “event”.

Are you planning events and activities for your service unit or the council? The Event Manager course is required for volunteers running events where this person is responsible for the planning and implementation of the event and for the well-being of the participants. The course is available online through the [Volunteer Learning Portal](#) in our training section at [GSNorCal.org](#). The participant notebook for the course is designed as a checklist, and outlines the safety, financial, and other guidelines for events at GSNorCal. Event Managers are responsible for following all guidelines and procedures covered in the Event Manager course.

For large events, the goal should be to have one first aider for every 200 participants. For events that include traveling or stations where there is a considerable distance between stops/stations, event organizers should consider having first aiders with each group.

If the event will involve an overnight stay or any [high adventure activity](#), the service unit or other entity hosting the event will submit the [Trip or High Adventure Approval Form](#), in addition to the [Event/Camp Notification & Approval Form](#). www.GSNorCal.org/forms. Troops or individuals attending the event do not have to submit their own forms to council.

Troops or individuals attending the event do not need to submit a trip or high-adventure form to GSNorCal; however, it is expected that the troop will have their own First Aider present.

If they are attending a camping event, kindly ensure that one or more of the qualified chaperones for the troop has completed the appropriate courses as described on the Outdoor Progression chart (https://www.gsnorcal.org/content/dam/girlscouts-gsnorcal/documents/volunteer_resources/troop/outdoor-progression-chart.pdf) and that there is a Troop First Aider traveling to and from the camping event with your troop.