

Checklist for Preparing for an Outdoor Adventure

- ☐ 1. Review AHG's *Health and Safety Guidelines*, available on the Leader Site, and in the Unit Leader/Coordinator Handbooks.
- ☐ 2. Review the *Outdoor Training Curriculum* text on the AHG Leader Site for steps to planning a safe outdoor activity.
- ☐ 3. Set goals for desired outcomes of the activity. Involve girls in the planning process as much as possible.
- ☐ 4. Incorporate as many of AHG's Program Emphases, as appropriate, into activity programming in effort to offer a well-rounded experience.
- ☐ 5. Consider the learning style, developmental and/or special needs of participants, and make modifications to programming as necessary.
- ☐ 6. Make planning choices that support minimum-impact principles and environmental stewardship.
- ☐ 7. Complete necessary research on activity/area, including, but not limited to: permits, regulations (campfires, group size, seasonal closures, etc.), access to potable water, toileting procedures, weather, topography, hazards.
- ☐ 8. Confirm that Girl/Leader Ratios and Two-Deep requirements are met.
- ☐ 9. Complete or confirm (on file with AHG, Inc. Office) background check for every adult who will be counted in ratio and/or acting in a primary volunteer role.
- ☐ 10. Identify the Health & Safety Lead for the activity and ensure current CPR/First Aid Certification is on file with AHG, Inc.
- ☐ 11. Confirm that any additional specialty certifications required for the activity (see *Health & Safety Guidelines* for specifics) are current, and copies of certifications are on file with the Troop, and AHG, Inc.
- ☐ 12. Refer to *Forms and Guidelines Chart* and/or *Health & Safety Guidelines* for additional activity-specific requirements.
- ☐ 13. Aviation requires *Flying Permit Application* to be completed and submitted to AHG, Inc. for approval at least two weeks prior to event.
- ☐ 14. Confirm that all girl participants are registered members – registration form and payment has been received by AHG, Inc.
- ☐ 15. For any camping trip, 75+ mile trip, or High Adventure Activity, prepare *Troop Trip/High Adventure Notification Form* with Troop Coordinator and Charter Rep signatures. Submit to Support Services Coordinator at least four weeks prior to trip. Include copy of the CPR/First Aid Cards, necessary certifications and girl/adult roster.

- ☐ 16. Prepare *Parent/Guardian Permission Slips* and obtain parent signature and payments. These items are retained at the Troop level. If attending a regional, Area or National program, copies of permission slips may need to be sent to the organizing Troop/Group.
- ☐ 17. Confirm that all *Health and Medical History Forms* (girl and adult participants) are current and on file with the Troop. *High Adventure Activity Medical Form* (for girl and adult participants) must be on file when participating in a Restricted High Adventure Activity.
- ☐ 18. All water activities require annual swim test classifications, conducted by a certified lifeguard and/or swim instructor. *Swim Test Classification Forms* must be completed annually and kept on file with Troop.
- ☐ 19. Prepare a Pack List and distribute to each attendee.
- ☐ 20. Verify that First Aid kit is stocked. Include a blank *Incident Report*.
- ☐ 21. If medication will be administered during the activity, make provisions to store medicine. Will you need a cooler? *Request for Medication Administration Forms* must be on file for each individual receiving medication. See *Health & Safety Guidelines* for more specifics.
- ☐ 22. Create an Emergency Preparedness Plan to share with activity leadership and include in Troop Trip Packet. Leave a copy of the EPP, along with details of trip location, itinerary and contacts with a Troop parent not attending the event. Details on creating an EPP can be found in the Outdoor Training Curriculum.
- ☐ 23. Confirm that *Troop Transport Form* is current and on file with Troop for each driver.
- ☐ 24. Create your Troop Trip Packet. Refer to Unit Leader Handbook for list of items to be included.
- ☐ 25. If there are any changes to your trip roster, send the updated list to Support Services Coordinator at least a week before departure.

For more information on planning an Outdoor Adventure for your Troop, view AHG's Outdoor Training resources at www.ahgonline.org/training or contact your Member Services Representative.