**How to Request Approval for an Activity**

1. **How to Fill Out GSAF**

Fill out Girl Scout Activity Form 3 weeks prior your event/trip. This allows enough time for documents or checks to be received in order to approve your event. Please have all your information ready before you fill out the survey. You will receive a response from Safety within 7-10 business days. If you have any questions while filling out the survey please contact Safety at safety@girlscoutseasternmass.org.

The survey is located on the GSEM website <http://www.girlscoutseasternmass.org>

Scroll to the bottom and choose “Resource Library & Forms”. On the next screen choose Safety, and select from the list “Girl Scout Activity Form”.

Also please review the Safety Activity Checkpoints for important information regarding your activity. They can be found right below the link for the Girl Scout Activity Form.

2. **Certificate of Liability**

Depending on your activity, you may or may not need a Certificate of Liability. If you do, reach out to you activity’s location and request a Certificate of Liability after you fill out the GSAF. A COL is a one page document that shows a snapshot of that location’s insurance. We require that they have General Liability of at least $1 million dollars. Also, the Certificate Holder on the document needs to say GSEM because this is proof they sent the document to us. The Certificate Holder does not mean we are requesting additional coverage, it just means that the document is being sent to GSEM (like mailing a letter).

The Certificate Holder should say:

Girl Scouts of Eastern Massachusetts

95 Berkeley St

Boston, MA 02116

Unsure if you activity needs a COL? Please contact Safety at safety@girlscoutseasternmass.org with any questions.

3. **Non-Member Insurance**

 If non-members are attending the event, please send in a check to pay for non-member insurance.

The cost is $0.11 per person per day with a minimum of $5. Checks should be made out to **United of Omaha Life** and mailed to:

Girl Scouts of Eastern Massachusetts

Attn: Safety: Non-member Insurance

111 East Grove Street

Middleboro, MA 02346

To expedite the process, please include with your check:

-Troop number or SU Name

-Name of Activity

-Date of Activity

-Number of non-members that are being covered.

Once we have received your check and insurance has been ordered, you will get a confirmation from us. **We will only approve an activity after the insurance has been purchased.**

4. **Swimming in Pools**

 If girls will be swimming at a pool in a hotel or facility, please request Life Guard Certificates and a Certificate of Liability and e-mail them to safety@girlscoutseasternmass.org or fax them to our Middleboro office at 508-923-7676.