



TRAIL LIFE USA™

Troop #

REGIONAL/AREA CAMP ACTIVITY FORM

*A Region/Area or Troop who is hosting a Regional/Area Camp Activity must complete this form and file with the Trail Life USA Home Office. If a Troop (or multiple Troops) are "hosting" the event, then the Charter Organization of each hosting Troop should also be notified of the details of the activity. All Trail Life USA requirements and policies, including those set forth in the **Trail Life USA Health and Safety Guide**, must be followed in the planning and carrying out of this event.*

THIS FORM SHOULD BE SUBMITTED AT LEAST TWO MONTHS (60 DAYS) PRIOR TO THE SCHEDULED ACTIVITY TO ENSURE ANY CONCERNS CAN BE ADDRESSED AND TO MINIMIZE POSSIBLE DELAYS IN HAVING A SUCCESSFUL ACTIVITY.

- Prior to completion of this Form, all persons and organizations involved with the planning or carrying out of these activities should be familiar with the **Trail Life USA Health and Safety Guide** – and be especially knowledgeable of the requirements and safety provisions for those activities in which Troops and Trailmen will be participating.
- SPECIAL NOTE: As set forth in the **Trail Life USA Health and Safety Guide**, Troop Camping and Family Camping require advance submission to and the approval of the Charter Organization.
- SPECIAL NOTE: Those activities identified in the **Trail Life USA Health and Safety Guide** as being "Restricted Activities" require approval by the Charter Organization and parents of youth participating and should be submitted to the Trail Life USA Home Office via email to Legal@TrailLifeUSA.com prior to the date of the activity.

Section 1

Who is creating this Form?

Email address

phone#

Section 2

Name of Activity:

Date(s) of Activity:

Purpose of this Activity. We want to accomplish the following

Activity Chairperson

Health and Safety Lead Adult

Emergency Contact Person (not taking part in activity)

phone#

Location(s) of Activity

Contact Person at the Location (e.g., Camp Ranger, Director)

phone#



Please indicate whether the following are required and, if so, your due date to obtain them:

Reservation/Deposit

Permits

This is

State or National Park

Private Property

Commercial Youth Camp

Christian/Private Youth Camp

Is a Certificate of Insurance required?

If so, has request been submitted to CertRequests@AJG.com?

Section 3

Identify the nature of this activity (check as many as apply to this activity. For example, if it is Troop Camping and a Restricted High Adventure Activity, both boxes should be checked):

Troop Camping

Restricted High Adventure Activity*

Other (describe)

***Complete this section ONLY if "Restricted High Adventure Activity" is checked.**

Check the applicable activities. Also, provide the specific location and contact information for outfitters or commercial providers of the activities:

Flying (non-commercial, the TLUSA Flying permit is attached)

Flying (commercial)

Indoor or artificial wall rock climbing/rappelling/challenge courses

Cave Exploring

Moving water kayaking/rafting/canoeing

SCUBA

Outdoor rock climbing/rappelling/mountaineering

Horseback Riding

Shooting Sports

Skiing/Snowboarding

Snowshoeing/Cross Country Skiing

Snorkeling

List the guides/outfitters/instructors that will be providing training, supervision, instruction, and/or direction in the above Restricted High Adventure Activity/Activities. Please provide names, specific locations, contact information, and emergency contact information and their website URL (if available). Use an additional sheet, if necessary. Check ☐ if attaching sheet.

All guides/outfitters/instructors should be provided with a copy of the TLUSA Child Safety and Youth Protection policies and agree to adhere to those policies except in emergency situations where adherence to such policies could result in serious injury or fatality.

Trail Life USA Members providing

(include any certifications and licensing and, if applicable, the Restricted High Adventure Activity/ies for which they will be providing guidance/instruction) Check ☐ if additional sheets are included

Section 4

Who can attend	Woodland Trails	Navigators	Adventurers
Specify any age or physical ability restrictions			

Attendance fee being charged* (per Troop or per participant)
*(See below section re: "expenses")

Total anticipated attendance at the event: Youth	Adults Leaders	Other Adults
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Will non-Trail Life members (other than guides/outfitters/instructors identified above) be present?

IMPORTANT: Keep in mind that non-registered adults do not satisfy Trail Life USA's two-deep leadership requirement. Any non-registered adults must at a minimum, read and understand the TLUSA Child Safety and Youth Protection policies.

Attach Schedule or List Specific Events

Potential Safety issues/Preparation required (see TLUSA Health and Safety Guide)

(OPTIONAL) PLANNING SHEET/INFORMATION:

Expenses \$

\$

\$

\$

Total Estimated Expenses \$

Estimated cost per person (Expenses ÷ number of participants) \$

Promotion Plan: Yahoo Groups Calendar Facebook Email Invite Phone Call Other

(Please also attach a copy of any informational flyers, participant/Troop guides, registration form, promotional images being used and the URL of any link to this activity or the location at which it is being held.)

Transportation: Who is driving?

Driver	Vehicle	Number of Seats (incl Driver)
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Driver	Vehicle	Number of Seats (incl Driver)

Do we need a vehicle (truck or trailer) to haul equipment?

If yes, what vehicle/trailer

Who will tow this?

Section 5

Have you verified the following?

Map to location	Reservation/Deposit	Permits	Water	Toilets	Parking
Supplies checklist					
Cooking equip	Awning	Tents	Stove		
Food plan					

Manpower: People will be needed to do the following tasks

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Planned Schedule of events (include on-site registration dates/times, start and end dates/times)

Section 6

Emergency Preparedness Plan (indicate if attached)