

**SCOUTS CANADA
MANITOBA COUNCIL**

WHAT FORM TO USE FOR WHICH ACTIVITY

The following chart is designed to help group committee and section Scouters complete the right forms for different kinds of activities. The forms are available in the Camping and Outdoor Activity Guide or from the Scouts Canada web site – www.scouts.ca. If you have any questions, please contact your Group Commissioner, Service Area Commissioner or Field Executive.

	Parent/Guardian Consent form for tours, visits and fund-raisers	Camping/outdoor activity application and Safety Checklist	Parent-Guardian Consent form	Physical fitness form	Notes
When Section activity is less than one day, is away from the regular meeting place but is not an outdoor or camping activity.	X	Scouts Canada recommends that leaders complete the Safety Checklist as part of their preparation for the activity.		X This Form is to be filled out by the parent/guardian at the beginning of each Scouting year and kept by the leader. This form should be filled out for adults as well.	Activities including - tours of fire halls, police stations, businesses, museum etc. - Activities at swimming pools or arenas - Fund-raising activities
When Section activity is more than one day, is away from the regular meeting place but is not an outdoor or camping activity.		X Approved by the Group Committee before the activity. Submitted to the Council Office.	X	X It is the parent's/guardian's responsibility to update the leader of any changes in the medical condition of their child/ward throughout the Scouting year.	Examples include the sleepover programs at the Manitoba Museum of Man and Nature,.
When a section conducts an evening or one-day outdoor activity.		X Approved by the Group Committee before the activity. Submitted to the Council Office.	X	X See above	Scouts Canada expects Scouters to submit any waiver, consent or release form to the council office for review before the document is signed.

	Parent/Guardian Consent form for tours, visits and fund-raisers	Camping/outdoor activity application and Safety Checklist	Parent-Guardian Consent forum	Physical fitness form	Notes
When a Section goes on a short-term camp.		X Approved by the Group Committee before the activity. Submitted to the Council Office.	X	X See above	See above
When a Section goes on a long term camp.		X Approved by the Group Committee before the activity. Submitted to the Council Office.	X	X See above	See above
When a Section goes on any activity outside Canada, less than 200 km from home and less than 12 hours in duration.		X Approved by the Group Committee before the activity. Submitted to the Council Office.	X	X See above	Scouts Canada requires that individuals and groups travelling outside Canada carry adequate "out of country medical insurance".
When a Section goes on any activity outside Canada, more than 200 km from home and more than 12 hours in duration.		X Approved by the Group Committee before a camping or outdoor activity along with a Tour Permit (see note) Submitted to the Council Office at least 5 weeks before travelling outside Canada.	X	X See above	Scouts Canada requires that individuals and groups travelling outside Canada carry adequate "out of country medical insurance" and if travelling by commercial carrier, "trip cancellation insurance". Travellers may obtain such coverage through local travel agents, insurance companies or family health plans.

Definitions

1. SHORT TERM CAMP – A short-term camp consists of three nights or less
2. LONG TERM CAMP – A long-term camp consists of four nights or more.
3. APPROVING – Group/section committees, on behalf of their sponsors are responsible for:
 - Approving plans and operations of section camps
 - Submitting camp applications to their councils as required.

(with Thanks to Chinook Council)