

Instructions for Volunteers: This form is provided as a useful tool for troop volunteers to communicate upcoming activities outside of the normal meeting time and location to parents/guardians. Volunteers may elect to complete and distribute the form or to provide the information in an alternate manner such as email, Facebook event within a private group for the troop, or other apps such as Band or GroupMe. Regardless of the manner in which upcoming activities are communicated, the key information listed below should be provided to parents/guardians so they are fully prepared for their child to participate in the activity.

Instructions for Parents/Guardians: This information is provided to help you understand the details of an upcoming troop activity outside the normal meeting time and location. Annual permission to participate is given via the *Health History and Authorization Form*, completed annually and provided to the designated troop volunteer. RSVP for this specific activity via the method and deadline listed below. If your contact information during the activity will differ from that listed on the *Health History and Authorization Form*, provide that to the adult in charge of the activity upon arrival.

Activity Details

Name of Activity:	
Date(s):	Location:
Adult volunteer in charge:	Phone Number:
Additional adult volunteers attending to meet youth-adult ratio:	
Adult:	Phone Number:
Adult:	Phone Number:
Adult:	Phone Number:
Emergency Contact (<i>adult not attending, who will communicate with adult in charge and contact parents/guardians in case of emergency</i>):	
Adult:	Phone Number:
RSVP Method:	
RSVP Deadline:	
Are siblings (tag-a-longs) allowed to attend?	Are additional adults required and/or allowed to attend?
Youth Cost:	Adult Cost:
Payment Deadline:	Refund Request Deadline:
Departure Information	
Date:	Return Information
Time:	Date:
Location:	Time:
	Location:
Additional transportation details (such as mode of transportation, car seat requirements, etc):	
Items to bring or other important details:	