

Scouting Ireland

Overnight and International Approval Form



SIF -011/A 2011

This form captures the information required by SID 71/10 Youth Programme Abroad and SID 77/10 Camping & Adventures in the Out of Doors.

These procedures are in place to protect the health, safety & well being of young people in our care and to ensure that all activities are planned with safety in mind and provide a quality Scouting experience for young people.

This form should be used in the following situations:

Checklist & Part A: Overnights Approval Form

- Beaver Scouts activity that includes one (1) overnight
- Cub Scout activity that includes three (3) or more overnights
- Scout, Venture Scout and Rover Scout activity that includes four (4) or more overnights
- Details of budget, menu, programme, Activity Consent Forms SIF 11/05 and Medical Advice Forms SIF 11a/10 (where appropriate) for all persons under 18 taking part should be attached to the form for approval by the Group Leader

Note:

All Beaver Scout overnights must be approved by the Group Leader. Shorter overnight activities in Cub Scouts (less than 3) and in Scouts, Venture Scouts and Rover Scouts (less than 4) do not need to have formal approval via this form by the Group Leader however the Group Leader must be informed of such activities prior to their undertaking via, phone, email, or verbally as per SID 77/10 Camping & Adventures in the Out of Doors.

Checklist, Part A, Part B & Part C: International Travel Form

An activity abroad is an international activity and covered by SID 71/10 Youth Programme Abroad

All international activities - Part A Overnight Approval,
Part B International Approval
Part C Travel Insurance Details
Details of participants taking part (irrespective of duration)

Section _____	Group _____
Description of activities _____ _____	
Country _____	Location _____
Date from _____ to _____	No. of nights <input type="checkbox"/>
Scouter in Charge/Youth Member in Charge _____	
Contact details _____ _____ _____	

Scouting Ireland Overnight and International Approval Form



Checklist All sections should be completed

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Group Leader must check the following before signing approval for the activity to take place.

- That all contact details are correct
- That all numbers tally and ratio's are observed
- That Activity Consent and Medical advice forms are included for all participants
- All Scouters attending hold Adult Appointments
- Non Scouters attending should have Non-member Adults on Scouting Activities form (SID 36/05) attached.
- The Scouter -in- Charge has completed the appropriate Scout Skills Training course covering overnights.
- Is the venue suitable for the overnight activity planned
- Is a first aider available at the venue or is a first aider for the activity identified on the form.
- In the case of a Youth Member leading an overnight activity (Scouts, Venture Scout and Rover Scout) do they hold Level 5 Camping Adventure Skills Badge.
- (International) - additional travel insurance has been obtained Full list of those travelling - young people and adults attached
- Has sufficient evidence of planning gone into the Budget, Menu & Programme and that they are sufficient to ensure the safety, health and wellbeing of the young people and to provide a quality Scouting experience for the young people

Approval

- The Camp/Activity is properly planned, costed, and financed.
- Transport and travel arrangements are accurate.
- There are Parental Consent & Medical Forms for each person attending under the age of 18
- All participants are register members of Scouting Ireland.
- All Scouters are trained and currently registered.
- Others taking part in the Camp/Activity are known and approved by the Group Council.

Signed _____ Group Leader Date _____

Overnight Approval Form

Part A is used for Overnight Approval details.
The checklist and Part A constitute the Overnight Approval Form.

Part A

Ireland Abroad Country _____

Section _____ Group _____

Description of activity _____

Location/Address _____

Date from _____ to _____ No. of nights _____

Scouter in charge/Youth Member in Charge _____

email _____

Address _____

Phone numbers Mob _____ Home _____

Work (if permissible to contact) _____

Has the Scouter in Charge completed the appropriate overnight training?

Yes No

First aider

Designated person _____ Available at location

Yes No

Other adults attending the overnight activity (Scouters and other adults*)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Details of group

Male youths	<input type="checkbox"/>	Female youths	<input type="checkbox"/>	Total	<input type="checkbox"/>	Ratio of Scouters to young people
Male scouters	<input type="checkbox"/>	Female scouters	<input type="checkbox"/>	Total	<input type="checkbox"/>	<input type="checkbox"/>
Male others*	<input type="checkbox"/>	Females others*	<input type="checkbox"/>	Total	<input type="checkbox"/>	Not to be included in Scouter/ young people ratio
Overall total travelling						<input type="checkbox"/>

Included with this application are

Budget Activity consent forms Programme Menu

* as per policy document 'Non - member Adults on Scouting Activities' SID 36/05

Procedure

- The form is completed by the Scouter in Charge in consultation with the Youth Members involved in the planning of the activity.
- The Group Leader signs his/her approval and then the event takes place.
- The form must be with the Group Leader at a minimum of 21 days for "island of Ireland and off shore islands inclusive" based activity and in appropriate time according to the framework below for activities abroad.
- A copy of the form is sent by the Group Leader post approval to County Programme Coordinator for information only.
- Where the activity is abroad then the form (Checklist, Part A plus Part B) plus a copy of Additional Travel Insurance Policy and a list of those travelling, is sent by the Group Leader to National Office for approval by the International Commissioner in appropriate time according to the framework below for activities abroad.
- The Group Leader should keep copies of the form for record purposes in all instances, irrespective of where the activity is taking place.

Adult Scouter: Youth Member Ratio

Section	Youth members	Adult Scouters
Beaver Scouts	4 - 16	3
(Day trip abroad as part of a Scout Group activity only)	each additional 4	1
	each additional 4	1
Cub Scouts (Island of Ireland)	4-16	3
	each additional 8	1
Cub Scouts Abroad (British Isles and main land Europe)	4-16	3
	each additional 6	1
Scouts (Island of Ireland except youth led activities)	4-16	2
	each additional 8	1
Scouts ABROAD	4-16	2
	each additional 8	1
Venture Scouts except Youth led activities	4-16	2
	Each additional 16	1
Rover Scouts except Youth led activities	4 plus	0
Rovers Scouts partaking in Service/Partnerships ABROAD	4 plus	1

Minimum applicable timeframes

Camp Type	Group Leader	CPC - County Programme Co-ordinator	National Office
	No less than	No less than	No less than
United Kingdom	42 days (6 wks)	35 days (5 wks)	28 days (4wks)
Europe	56 days (8 wks)	49 days (7 wks)	42 days (6wks)
Outside of Europe	84 days (12 wks)	77 days (11wks)	70 days (10 wks)
All Service/ Partnership projects (Venture Scouts and Rover Scouts)	252 days (38 wks)	245 days (37 wks)	238 days (36 wks)

List of participants attending an International Event or Activity



This list must accompany the Checklist, Part A and Part B forms

Scouter register of those attending

Registered at National Office

	Name	Male	Female	Date of Birth	
1					
2					
3					
4					
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30					
31					
32					
33					
34					
35					
36					

List of participants attending an International Event or Activity



This list must accompany the Checklist, Part A and Part B forms

Scouts register of those attending

	Name	Male	Female	Date of Birth	Section
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
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29					
30					
31					
32					
33					
34					
35					
36					

List of participants attending an International Event or Activity



This list must accompany the Checklist, Part A and Part B forms

Scouts register of those attending

	Name	Male	Female	Date of Birth	Section
1					
2					
3					
4					
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9					
10					
11					
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35					
36					

Travel Insurance Details

Part C

Please complete the following information and return along with a cheque/postal order for full payment to Scouting Ireland, National Office, Larch Hill, Dublin 16

Province: _____

Destination

Europe

County: _____

Rest of the World

Group: _____

Date from _____ to _____

No. of nights _____

No. Travelling _____

Level of Risk Standard Eur 8.50 per person

Hazardours Eur 9.70 per person

Extreme Eur 10.60 per person

Total Fee enclosed _____

Comments

Official use

Date Camp Approved _____

Date Insurance Noted _____

Scheme Summary of Cover/Benefits and Rating

Medical Expenses	EUR5,000,000
Cancellation	EUR3,000
Loss of Money	EUR500 (Adult)
	EUR 250 (Child)
Personal Accident	EUR25,000 (Adult)
	EUR5,000 (Child)
Personal Liability	EUR2,000,000
Personal Property	EUR1,500
Legal Expenses	EUR25,000

Rates

	European	Rest of World
Standard trips	€8.50 incl. of levy per person	€15.00 incl. of levy per person
Hazardous Activities (see below)	€9.70 incl. of levy per person	€17.25 incl. of levy per person
Extreme Activities (see below)	€10.60 incl. of levy per person	€18.75 incl. of levy per person

- Duration of trip – up to 21 days
- Aggregate Limit for Cancellation & Curtailment is €100,000
- Aggregate Limit for Personal Accident is €750,000
- Excess is €65.00
- Maximum age limit is 70 years of age.

Hazardous Activities:

Aikido, Bandy, Baseball, BMX Riding, Broomball, Bungee Jumps (Max 2 jumps), Canoeing (White Water), Capoeira, Chung Moo Dee, Fencing, Field Hockey, Flying as a passenger in an unlicensed Aircraft, Grappling, Gymnastics, Hang gliding, Hapikido, High Diving Less than 10 metres, High Jump, Highland Games, Hockey (Field), Horsepulls, Hwa Rand Do, Iaido, Jai Alai, Jeet Kune Do, Jiu Jitsu, Judo, Kabadi, Karate, Kempo, Kendo, Kenpo, Kickboxing Kuk Sool Won, Kung Fu, Kyudo, Microlighting, Mountain Biking (off road), Muay Thai, Ninpo, Parascending (over land), Pole Vault, Pentathlon, Polo, Street, Polo Crosse, Quad Biking, Rifle Range, Roller Derby, Sailing (outside territorial waters), Scuba Diving to 30 meters (PADI qualified or under supervision), Sea Kayaking, Silat, Skateboarding, Sumo, Surfing, Tae Kwon Doe, Tae Soo Do, Tai Chi, Taido, Tang Soo Do and Soo Bahk Do, Tchoukball, Trail riding, Trail running, Trekking (in remote or mountainous areas), Tukong Moosul, Unicycle, War Games, Weightlifting, White Water Rafting or Kayaking, Wing Chun, Wrestling, Yachting (outside territorial waters).

Extreme Activities:

3 day eventing, All terrain Boarding, Artic Winter games, ATV Racing, Barrel Racing, Biathlon, Bobsledding, Bobsleigh, Boxing, Campdrafting, Canopying, Canyoning, Climbing over 4,500 metres, Cross country skiing, Gymkhana, Heli Skiing, Hurling, Ice Hockey, Ice Skating, Kite sailing, Kite surfing, Land Luge, Luge, Monoskiing, Mountain boarding, Mounted Orienteering, Nordic Skiing, Parachuting, Paragliding, Parapenting, Power Kiting, Rock Climbing, Rugby Union/League, Sand boarding, Scuba Diving, Shinty, Show Jumping, Skeleton, Ski Acrobatics, Ski Stunting, Ski Racing, Ski Bob, Ski Doos, Sky Diving, Snow Biking, Snowmobiles, Snow surfing, Soaring, Speed Skating, Tobogganing, Vaulting, Wakeboarding, Watercross, Winter Triathlon.