



WHICH FORMS DO I NEED?.....AN UNOFFICIAL GUIDE

	Release and Hold Harmless Agreement* (NOT youth on 2 meeting trial (Bring A Buddy) or recruited adults)	PFC** (for all youth, leaders & recruited adults on site)	P/G*** Consent (single copy)	P/G *** Consent (multi-signature)	Safety Checklist or Emergency Plan	C/OAA****	Incident Report	First Aid Usage Log
Meeting at regular meeting place, or on the grounds of the regular meeting place.	YES	YES			YES*****			
Events where the youth are NOT involved in any physical activity (eg. movie, fire hall, fundraiser)	YES	YES		YES	YES	NOTE: Ensure your Group Committee is aware you will be at the event.		
Events (inside) where the youth are involved in any physical activity (eg. Swimming, climbing wall)	YES	YES	YES		YES	YES		
Events that take place outside (eg. corn maze, picnic, hike in a park)	YES	YES	YES		YES	YES		
All Overnight Events - from Basement to Bush	YES	YES	YES		YES	YES		
Any injury or illness requiring a doctor or hospital	NOTE: A record should be kept of ALL injuries (even if no supplies are used). ALWAYS inform parent/guardian of ANY injury (or illness)...especially of any bumps to the head.						YES	MAYBE
Any minor injury (bump, scrape, bruise etc) treated on site.							MAYBE	YES
SOME SPECIFIC EXAMPLES:								
Apple Days and a youth scrapes his/her knee requiring a bandage	YES	YES		YES	YES		MAYBE	YES
Tour of local Veterinary Clinic	YES	YES		YES	YES			
Trip to the Pumpkin Patch or Christmas Tree Farm	YES	YES	YES		YES	YES		
Sleepover at regular meeting place	YES	YES	YES		YES	YES		
Overnight camp at Camp McLean or Whonnock (buildings or bush)	YES	YES	YES		YES	YES		
Area or Group Campfire at Camp McLean or Ponder Park	YES	YES	YES		YES	YES		
Christmas Party at regular meeting place	YES	YES			YES*****			
Beaveriee or Cuboree & youth sprains an ankle	YES	YES	YES		YES	YES	YES	MAYBE

* All non-registered participants. See BP&P: 13012.2
 ** Physical Fitness Certificate
 *** Parent Guardian Consent Form
 **** Camping/Outdoor Activity Application.
 ***** Fill out Emergency Plan & keep on file. Review periodically.

This is an unofficial guide to the use of the basic forms. For more information & other forms refer to BP&P (www.scouts.ca). For further clarification, contact your Field Executive or call the BC/Yukon Operations Centre at 604.879.5721 or 1.888.726.8876. **If in doubt.....Fill it out!**