

QUICK REFERENCE GUIDE – SWC ACTIVITY APPROVAL

When must I submit an activity approval form?

- For any activity planned away from your Section's usual meeting place
- For any activity requiring an Adventurous Activity Permit
- For any activity run by an external provider

Not needed for:

- Nights away activities (submit NANS separately via MyMembership)
- Activities held within the boundary of your Section's regular meeting place

Who approves what?

- GLVs: all Squirrel, Beaver, Cub or Scout section activities
- 14-24 Team Leader: all Explorer or Scout Network activities
- DLV or Programme Team Leader: all Permit Scheme and Externally-led activities

If approver has a conflict of interest:

- GLVs own approvals will automatically be directed to DLV
- Any approver may reassign an approval to another member of the District Leadership Team

Things you need before submitting:

- Basic activity details (dates, location, section(s) attending)
- Copies of written risk assessment(s) – mandatory to include these for Permit Scheme or Externally-led activities
- Permit holder or external supplier information where relevant

How to submit:

- Open the [South West Cheshire Activity Approval Form – Fill in form](#)
- Enter leader, section and activity details
- Upload Risk Assessments if required
- Tick declarations
- Submit (aim for **at least** 7 days before your activity date)

What happens next?

- Data stored securely in a dedicated Sharepoint site
- Details routed to correct approver
- Approver may approve, reassign, request more info or reject
- Email confirmation sent

Approver quick actions:

- View submission details and RA(s)
- Approve or reject (via email or Teams)
- Reassign if needed (via Teams)

No backdated approvals: form will automatically reject

Safety first: stop any potentially unsafe activity

Support contacts:

- Process queries: DLV@swcscouts.org.uk
- Safety matters: John.Bennett@swcscouts.org.uk
- IT support: Chris.Wood@swcscouts.org.uk