

Trip Approval and High Risk Activity Form

Travel and participating in high risk activities is an exciting part of the Girl Scout experience but, we have to ensure our members safety.

- Safety Activity Checkpoint (SAC) is a resource that provides safety standards and guidelines. Troop leadership is responsible for seeing that all activities are planned and carried out in a manner that considers the health, safety, and well-being of all participants according to SAC guidelines.
- A current Certificate of Insurance must be on file with GSCI for places of high-risk.
- Girl Scout insurance covers registered members for accidents during approved, supervised trips lasting two consecutive nights or less. Additional insurance is required if your trip includes traveling outside of Illinois.
- Submit the Add Driver for Troop Form with copy of driver’s license and vehicle insurance for each driver transporting Girl Scouts to activities that require a trip approval form.

2 weeks prior to planned activity or sooner (See details below)

Paperwork is due at-least 2 weeks before your activity (international trips paperwork is due 6 months before departure). Paperwork is to be summited to the Trefoil Boutique or state@girlscouts-gsci.org along with any additional paperwork.

TYPE OF TRIP/ACTIVITY	EXAMPLES	APPROVAL PROCESS	INSURANCE NEEDED Mutual of Omaha Submit to local Office Coordinator with payment.
Field Trip	Visits to parks, museums, or fire stations within council jurisdiction.	No council approval necessary. If the troop is offering transportation, an Add Driver form is needed.	No extra unless traveling out of state involved. Then Additional Insurance Mutual of Omaha Plan 3P would be necessary.
Basic Trip/Overnight	A day or overnight trip that is outside of Council jurisdiction. Council sponsored events require no additional paperwork.	File Trip Approval form and Add Driver for Troop form (two weeks before the trip)	If outside of Illinois all participants will need Additional Insurance Mutual of Omaha Plan 3P.
Extended Trip	Three or more nights, or involves air travel or out of council jurisdiction.	File Trip Approval form and Add Driver for Troop Form (two weeks before the trip)	Insurance needed if out of state. Fill out Mutual of Omaha form-Plan 3P at \$.70 per person/day.
Domestic/International Trip	Domestic Travel and Troop traveling outside of the state. Travel outside the county. Not required if attending a GSCI trip or GSUSA sponsored trips.	File Trip Approval form (2 weeks prior to trip departure for domestic and 6 months for international trips) Global Girl Scouting	Yes –Mutual of Omaha International Plan 3P at .70 per person/day for Domestic Travel and Plan 3p1 for International completed and submitted to local Trefoil Boutique with payment.
High Risk Activity	Any activities including physical risk including: backpacking, camping, climbing and adventures (see full list in SAC), cross-country and downhill skiing and snowboarding, go-karts, hayrides, horseback riding, indoor skydiving, offshore water vessels, paddle sports (see full list in SAC), pocket knife, sailing, scuba diving, snorkeling, spelunking/caving, surfing, swimming, target sports (see full list in SAC), tethered balloon rides, travel/trips, tubing, waterskiing and wakeboard, windsurfing/sail boarding.	File Trip Approval form (two weeks prior to trip) Certificates of Insurance are required from the vendors. Please call and ask vendor to submit copy of liability insurance to GSCI accounting clerk.	No extra insurance unless done out of state.

Trip Approval and High Risk Activity Form (cont.)
Complete this form and return at least two weeks before trip.

Registered/Approved Adult Trip Leader Name _____
Address _____ City _____ Zip _____
Email _____
Phone (H) _____ (W) _____ (C) _____
Troop # _____ Grade/Age Level _____ # Girls attending _____ # Adults attending _____
Trip Destination (with address) _____

Activity Description _____

Time/Date of Departure _____ Time/Date of Return _____

Name of adults attending with below certifications: *If provided by facility or vendor outside of council staff or council properties please verify that their certifications are current).*

First Aid/CPR (at least one adult in every troop/group):

Name _____ Certification Date _____

High Risk Activity certification (may include lifeguard, boating, archery, challenge course)

Name _____ Activity _____ Certification Date _____

Other: _____

Name: _____ Certification Date _____

FORMS OF TRANSPORTATION FOR TRIP: Check all that apply. (Must complete Add Driver for Troop form and provide a copy of driver's license and current vehicle insurance). If chartering a bus, proof of insurance is needed from the bus company.

Private Car Rented/leased vehicle Bus Train Boat
 Airplane (include Flight # and Carrier) _____

Local contact person in case of emergency:

Name _____ Relationship to Troop _____

Phone # (Home) _____ (Work) _____ (Cell) _____

I have read, am familiar with, and agree to adhere to the *Safety Activity Checkpoints* and *GSCI policies, standards, and procedures from the Volunteer Essentials*.

Printed Name _____ Signature _____ Date _____

Any questions should be directed to customer care at customercare@girlscouts-gsci.org or 888-623-1237.

To be completed by staff only	
_____	Date paperwork received
_____	Necessary Forms Submitted If No, explain _____
_____	Trip has been approved _____ Trip has not been approved for the following reasons: _____
_____	Date leader contacted via <input type="checkbox"/> Phone <input type="checkbox"/> Email