

## Trip Approval Form

Travel is an exciting part of the Girl Scout experience. But, we have to ensure our members are safe while traveling.

- All travel procedures and preparations must ensure adequate supervision and maximum safety according to *Volunteer Essentials Chapter 5: Safety Guidelines*.
- Review Safety Activity Checkpoint (SAC) for additional travel and safety regulations.
- 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 is longer than two nights or if it involves any non-registered Girl Scouts. Girl Scouts members are any girl or adult who have completed the membership form and paid the membership fee.
- 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 submitted to the Trefoil Boutique 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 non-scouts are involved. Then non-scout insurance Mutual of Omaha Plan 2 would be necessary.
Basic Trip/Overnight	A day or overnight trip that 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)	No additional insurance is needed unless non- scouts are involved. Then non-scout insurance Mutual of Omaha Plan 2 would be necessary.
Extended Trip	Three or more nights, or involves air travel.	File Trip Approval form and Add Driver for Troop Form (two weeks before the trip)	Insurance needed. Fill out attached Mutual of Omaha form-Plan 3E at .29 per person/day.
International Trip	Travel outside the county. Not required if attending a GSCI trip or GSUSA sponsored trips.	File Trip Approval form (6 months prior to trip departure)  <a href="#">Global Girl Scouting</a>	Yes -Mutual of Omaha International Plan 3P at .70 per person/day completed and submitted to local Trefoil Boutique with payment.
High Risk Activity	Any activity involving physical risk including: Climbing and Adventure Sports (see full list in SAC - includes challenge course and zip line), hayrides, horseback riding, indoor skydiving, offshore water vessels, paddling and rowing sports (see full list in SAC, includes canoing, kayaking, paddle boards), scuba, snorkeling, spelunking/caving, surfing, swimming, target and shooting sports (see full list in SAC, includes archery), tethered balloon rides, tubing, water skiing, wake-boarding, windsurfing.	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 unless non- scouts are involved. Then non-scout insurance MO Plan 2 would be necessary and can be purchased through local Trefoil Boutique.

## Trip Approval Form (con't)

**Complete this form and return to Trefoil Boutique 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 \_\_\_\_\_

# of Non-Registered Participants \_\_\_\_\_

(Non Scout Additional Insurance Form must be completed and submitted with form.)

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](mailto: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  Phone  Email