

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*.
- 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 additional insurance form if applicable.

| 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 less than 2 hours away. | No council approval necessary. | 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 exceeds 2 hours in travel time that is not a council sponsored event. | File Trip Approval form and Add Driver for Troop form (two weeks before the trip) | No extra 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 of the country, trips to Girl Scout centers, and places of interest. 111 | File Trip Approval form (6 months prior to trip departure) Global Girl Scouting | Yes -Mutual of Omaha International Plan 3P at .70 per person/day completed and submitted to local GSCI Office Coordinator with payment. |
| High Risk Activity | Any activity involving physical risk including: archery, backpacking, bicycling, boating (canoeing, rafting, kayaking, and sailing), caving, challenge/ropes courses, climbing walls and rock climbing, theme parks, roller and ice skating, gymnastics, horseback riding, skate boarding, skiing, sledding, snowboarding, snorkeling, swimming, water parks, water skiing, go carting, and windsurfing. Form not required if participating in a GSCI sponsored event. | 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 GSCI Office Coordinator. |

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/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).

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 Phone Email