
TROOP/GROUP TRIP GUIDELINES

This form does not need to be filled out if you are doing a booth sale, attending a Council-sponsored program event, or visiting a Council Program Center or camp (those require other forms).

Please print or write clearly

ALL TRIP APPLICATIONS and rosters must be submitted to the Service Unit Manager (or designee) for approval by the following deadlines:

- 1 Week before field trips/events of no more than 4 hours;
- 2 Weeks before day trips in excess of 4 hours;
- 4 Weeks before overnight trips of 1 or 2 nights;
- *6 Weeks before trips of 3 or more nights within the continental United States;
- *6 Months before trips to Canada, Hawaii, or Alaska;
- *2 years before trips outside of the United States and Canada. Contact Service Center Director of Membership Services (or designee) for International Travel Packet;
- **Trips of any duration that are considered high risk (see *Safety-Wise*, Chapter 7).

*These applications must be approved by your Director of Membership Services or her/his designee, and rosters must be forwarded by the Service Unit Manager (or designee) to the appropriate Council Service Center. For extended trips, you are expected to send a final roster, final itinerary, and emergency contacts.

**High-risk trips must be approved by the Council Program Department.

To avoid possible loss of your deposit, do not put money down on any trip until you have received the required approvals.

All trips must be approved by the Service Unit Manager and include a complete list of girls and adults attending. Lists should include names, addresses, phone numbers, and (preferably) parent names. If approval is denied, the Troop Leader submitting the application will be contacted.

Please refer to *Safety-Wise Planning Trips with Girl Scouts (Chapter 5)* for a checklist on travel readiness, necessity for supplemental insurance, and other useful information. Also check *Safety-Wise Activity Checkpoint (Chapter 7)* for activities with high risk that will need Council approval.

Training Guidelines (What training do you need to go on trips?)

Troops/groups must have trained leadership as stated in GSUSA *Safety-Wise*. Troop Leaders must have completed Orientation to Girl Scouts of Connecticut, Leader Basics, and Program Age Level Training within three (3) months of the troop/group's formation. *Out and About* needs to be completed two (2) months before any activity beyond a troop's regular meeting place. *Camping Adventures* needs to be completed two (2) months before a camping or outdoor activity happens. **First Aid and CPR certification are required for the troop/group to participate in day trips (leaving the troop/group meeting place), hikes, sleepovers, and camping trips.** Please contact the Volunteer Development Services Department for additional information.

Girl Scouts of Connecticut has the right to rescind approval, if necessary.



TROOP/GROUP TRIP APPLICATION

ALL TRIP APPLICATIONS must be submitted to the Service Unit Manager (or designee). Please write clearly.

Part A All trips Troop #: _____ Grade: _____ Date(s) of trip: _____ 20_____

Trained Troop Leader attending (See Guidelines on back for required training): _____

Phone: _____ Cell Phone: _____ Email: _____

List the types of activities in which the girls will participate: _____

Name and address of destination: _____

Phone: _____

Departure from: _____ Time: _____

Return to: _____ Time: _____

Girls in troop: _____ # Girls attending _____ # Adults attending _____

Total cost of trip per girl: Girl _____ Family _____ Troop _____

Total cost of trip per adult: Adult _____ Troop _____

Troop Emergency Contact: _____ Phone: _____

Do you have Parent/Guardian Trip/Event Permission slips and Girl Health Record forms? YES IN PROGRESS

(Note: Health Records must be on site for all participants (girl and adult); permission slips must be on site for all girls.)

Name of First Aider/CPR: _____

Check *Safety-Wise* for level required.

(circle) Level I Level II First Aid expires: _____ CPR expires: _____

If required, additional Girl Scout Insurance has been or will be secured. YES NO

Mode of transportation: Private car Train Approved bus (see website for list) Other _____

I have read and am willing to meet the standards in *Safety-Wise* and agree to follow all rules and regulations of Girl Scouts of Connecticut.

Signature of Troop Leader: _____ Date: _____ Email: _____

Address: _____ Phone: _____ Cell: _____
(Street, Town, Zip)

Part B 1 or 2 nights

Past travel / camping experience: _____

What type of accommodations will be used? (If more than one girl per bed, sleeping bags are required.) _____

Name(s) of T-2-certified personnel: _____
(Needed if on a basic field trip away from a troop's regular meeting location)

Name(s) of T-3-certified personnel: _____
(Needed when troop is using a fire, cooking, or for an overnight whether in a heated or unheated space)

For a list of training level descriptions, please refer to the website under Current Paths of Training for Legacy Councils and Girl Scouts of Connecticut.

Part C Activities which require certified personnel and/or 3 or more nights (check *Safety-Wise*)

Lifeguard or other appropriate certified personnel: _____ Position: _____

Name: _____ Certification expires (if relevant): _____

Physician examination forms for all attendees (both girl and adult) have been completed. YES NO IN PROGRESS (See *Safety-Wise*)

Supplemental insurance has been purchased. YES NO IN PROGRESS (Required for trips of 3 or more nights)

Signature of Service Unit Manager: _____ Date: _____

Roster submitted Approval granted Approval pending Approval denied: comments (attach)

Signature of Director of Membership Services (or designee): _____ Date: _____

Approval granted Approval pending Approval denied: comments (attach) Supplemental Insurance provided on _____

High-Risk Activities
 Approved Denied
By _____ Date _____
Council Program Department