

Any activity away from the troop meeting place shall be considered a trip. All GSUSA, GSOFCT and *Safety Activity Checkpoint* procedures MUST be followed. Please review appropriate sections before making plans and again before your trip. Failure to follow policies and procedures will result in your trip not being approved.

Troop Trip Procedures:

Learning how to take a trip in Girl Scouting should be a progressive experience for the girls. GSOFCT and GSUSA encourage progression in planning trips with girls. Please refer to **Volunteer Essentials, Chapter 7 - For Travel Volunteers** and any *Safety Activity Checkpoints* that are relevant to your trip. Both resources are available in the forms library at www.gsofct.org.

Meeting-time trips to points of interest in the neighborhood, for example, a walk to a nearby garden or a short ride to visit a civic building, are the simplest trips and start the progression. Overnight trips may involve 1-2 nights. The destination may be a local site or cabin camping. More advanced and extended overnight trips can range from three nights or more spent at camp or other points of interest.

Type of Trip Request

- Field trips/events of no more than 4 hours
- Day trips in excess of 4 hours
- Overnight trips of 1 or 2 nights
- *High Adventure trips of any duration
- *Extended trips of 3 or more nights within the continental U.S.
- *Trips to Canada, Hawaii, or Alaska
- *Trips outside of the United States and Canada
(Contact Service Center Director of Membership Services (or designee) for Global Tool Kit information)

Deadline to Submit Application

- 1 week prior to trip
- 2 weeks prior to trip
- 4 weeks prior to trip
- 4 weeks prior to trip
- 6 weeks prior to trip
- 6 months prior to trip
- 1 year prior to trip

All trips must be approved by the Service Unit Manager or designee.

*The Director of Membership Services or her/his designee approves **all** high adventure trips ,extended trips of 3 or more nights within the continental U.S. and international trips..

When submitting a Troop/Group Trip Application, a complete roster of girls and adults attending **must** be attached. Roster should include names, addresses, phone numbers, and (preferably) parent/guardian names. For extended trips, you are expected to send a final roster, final itinerary, and emergency contacts (2) weeks **prior** to actual trip.

If approval is denied, the Troop/Group Leader will be contacted.

ALL Girl Scout Troops/Groups:	
<ul style="list-style-type: none"> • Need to notify the Service Unit Manager or designee of travel activities, including local field trips within the community. • <u>Do not</u> need to submit a Troop/Group Trip Application for council-sponsored program events that require pre-registration or when holding a booth sale. 	
Girl Scout Daisy	Travel time should not exceed two hours in each direction. In keeping with true progression, we do not recommend that Daisies travel over two hours.
Girl Scout Brownie	Travel time should not exceed four hours in each direction.
Girl Scout Junior	Travel time should not exceed six hours in each direction.
Girl Scout Cadette/ Senior/Ambassador	Need approval for travel within the continental United States, Hawaii, and international travel.

(Special requests outside of these guidelines must be directed to the Membership and Marketing Manager or designee.)

Training Requirements

All troops/groups planning on venturing out from their regular meeting place must have completed training appropriate for the trip/outing. Progression in the outdoor world is a vital part of the learning process. Completing training prior to the actual activity allows volunteers to teach girls how to be prepared for their specific trip.

- **Core Leadership Requirements** - at least one adult on the leadership team must have completed Girl Scouting 101, GSOFCT Orientation and Basic Leader Training or GSUSA Orientation, GSOFCT Orientation and Leadership Essentials. ***This adult must be present at all Girl Scout troop/group activities; troop/group meetings, trips, and events.**
- **Certified First Aider** – an adult (18 years or older) whom holds *current* certification in First Aid, Adult/Child CPR/AED.
- **Out and About***– necessary for trips that are four hours or more in length and for overnights inside a building that has an automated heat source, electricity and running water.
- **Fire, Food & Fun****– necessary for trips where fire building and basic cooking skills will be used.
- **Camping Adventures*****– necessary for trips that include camping in the out-of-doors.

*Needs to be completed (2) months before any activity beyond a troop/group’s regular meeting place.

**Needs to be completed (2) months before an outdoor cooking activity happens.

*** Needs to be completed (2) months before a camping activity happens.

Activity	Trip App	SUM or Designee Approval	Council Staff Approval	Training/Certification Required					
				Core	FA/CPR /AED	Out & About	Fire, Food, & Fun	Camping Adventures	Specialty Training
Local travel less than 4 hours	✓	✓		✓	✓				
Day trips in excess of 4 hours	✓	✓		✓	✓	✓	✓*		
Overnight trips of 1 or 2 nights	✓	✓		✓	✓	✓	✓*	✓*	
Outdoor Camping	✓	✓		✓	✓	✓	✓	✓	
Council-sponsored event	<i>GSOFACT completes trip application</i>			✓	✓	✓	✓*	✓*	
Extended trips of 3 or more nights within continental U.S.	✓	✓	✓	✓	✓	✓	✓*	✓*	
Trips to Canada, Hawaii, or Alaska	✓	✓	✓	✓	✓	✓	✓*	✓*	
Trips outside U.S.A and Canada	✓	✓	✓	✓	✓	✓	✓*	✓*	
If trip includes the following activities:									
Aquatic activity	✓	✓		✓	✓	✓			✓
High Adventure Activity: Activities include but not limited to: Horseback riding, indoor & outdoor climbing, tubing, Waterskiing, white water rafting, challenge courses, rappelling, downhill skiing, snowboarding, etc.	✓	✓	✓	✓	✓	✓			✓

(* only if outdoor cooking and/or camping is involved or if required as per council-sponsored program)

Troop/Group Trip Guidelines

- Ensure all girl members and Troop/Group Leaders are registered. (Purchase supplemental insurance if needed.)
- It is important that adult volunteers, girls, and parents/guardians understand all aspects of the proposed trip.
- Appropriate girl/adult ratios are followed for all events and trips (See *Volunteer Essentials*)
- Troops/groups must:
 - have a *Parent/Guardian Trip/Event Permission* form and Girl Health records for each girl
 - have all adults complete and carry an *Adult Health History* card
 - Have the council emergency procedures card and an *Accident/Incident Report* form in their possession during the trip. Forms are available at www.gsofact.org.
- Each troop/group leadership team has completed their core leadership requirements and training appropriate for anticipated activities.
- A currently certified adult First Aider (18 years or older) and a first aid kit containing emergency medical supplies appropriate to their activities must be present for all troop/group trips. Proof of current certification is required.
- If a trip involves any water activity including but not limited to; swimming, canoeing, kayaking, water parks, etc. an adult lifeguard (18 years or older) **must** be present. This includes hotel and home pools. A copy of current certification must be attached to trip application upon submission.
- If traveling in more than one vehicle, care should be taken so that the single car (with a single driver) is not separated from the group for an extended length of time. GSOFACT suggests that each vehicle have two unrelated adults, one of whom is female.
- A seatbelt must be available for each occupant of the vehicle. Adhere to Connecticut State laws regarding booster seats and requirements for children in rear seats (http://ctsafekids.org/carseat_info.htm).
- To avoid possible loss of your deposits, **do not** put money down on any trip until you have received the required approvals.

Supplemental Insurance:

- A portion of the individual GSUSA membership dues pays for supplementary insurance when participating in **approved** and **supervised** Girl Scout activities. This is one reason that all adults and girls should be registered members.
- Non-registered parents/guardians, tagalongs (brother, sisters, friends), and other persons are not covered by this basic plan. Additional insurance must be purchased for activities where there is the potential for non-member participation.
- GSOFACT also requires the purchase of supplemental insurance for activities that are three (3) nights or more in length.
- For additional information regarding supplemental activity insurance, please contact your local membership staff person.

Remember:

- All trips** must be approved by the Service Unit Manager or designee.
- Troop/Group Trip Application and complete roster of girls and adults attending is attached.
- The Director of Membership Services or her/his designee's approval has been obtained (*if applicable for all extended trips of 3 or more nights within the continental U.S., international trips and high adventure trips*).

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.*
 You must receive written approval prior to any troop/group trip.

Type of Trip Request:

- Field trips/events of no more than 4 hours
- Day trips in excess of 4 hours
- Overnight trips of 1 or 2 nights
- High Adventure trips of any duration
- Extended trips of 3 or more nights within the continental U.S.
- Trips to Canada, Hawaii, or Alaska
- Trips outside of the United States and Canada

Deadline:

- 1 week prior to trip
- 2 weeks prior to trip
- 4 weeks prior to trip
- 4 weeks prior to trip
- 6 weeks prior to trip
- 6 months prior to trip
- 1 year prior to trip

Troop Information:	
Service Unit:	Troop/Group#:
Grade level: <input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A	#Girls in Troop/Group:
Trained Troop/Group Leader:	Phone:
Email:	Cell:
Core Training Requirements: <input type="checkbox"/> GSUSA Orientation <input type="checkbox"/> GSOFCCT Orientation <input type="checkbox"/> Leadership Essentials <input type="checkbox"/> GS101 <input type="checkbox"/> Basic Leader	

Troop/Group Emergency Contact (Person not on trip):		
Name:	Relationship to Troop/Group:	
Address:		
Email:	Phone:	Cell:

Number of Participants: Attach a roster of participants, including addresses and phone numbers.					
	Youth (under age 18)		Adult (over age 18)		Total
	Female	Male	Female	Male	
Registered members					
*Non-Registered members					

**Additional Insurance is required for non-registered participants.*

Destination: Attach an itinerary if trip is for 3 or more nights, if traveling to more than one location, or if staying overnight in several locations.
Place:
Address:
Types of activities girls will participate in:

Travel Dates/Times:			
Departing on (Day of week):	Date:	At (time):	<input type="checkbox"/> AM <i>or</i> <input type="checkbox"/> PM
Departing from: (Location/Street Address)	City:	State:	
Returning on (Day of week):	Date:	At (time):	<input type="checkbox"/> AM <i>or</i> <input type="checkbox"/> PM
Returning to: (Location/Street Address)	City:	State:	

Sleeping: Accommodations:	
Name of Facility:	Dates used:
Address:	
On site Contact:	On site Phone:
Type of Lodging: <input type="checkbox"/> Home <input type="checkbox"/> Tent <input type="checkbox"/> Cabin/Lodge <input type="checkbox"/> Hotel/Motel <input type="checkbox"/> Other:	
Note: - If more than one girl per bed, sleeping bags are required. - Per GSUSA policy, separate sleeping quarters and bathroom facilities must be provided for any males in attendance.	

Troop/Group Trip Application – Page 2

Troop/Group Certified First Aider: (At least one certified First Aider and a first aid kit must be present at all times during the trip.)	
Name: _____	
First Aid Expiration Date: _____	CPR Expiration Date: _____
<input type="checkbox"/> Level I: <input type="checkbox"/> Level II: (Check <i>Safety Activity Checkpoints</i> for certification level required.)	

Trained Adults with Troop/Group: Additional training and/or certifications required for activities							
<ul style="list-style-type: none"> List name of certified person(s) Insert training/certification date(s) Attach copies of activity specific certification(s) 							

Trained/Certified person:	Out & About	Fire, Food & Fun	Camping Adventures	Archery	*Lifeguard	*Small Craft	Other

*If trip involves any water activity including but not limited to; swimming, canoeing, kayaking, water parks etc. an adult lifeguard **MUST** be present. This includes hotel and home pools.

Transportation	
Mode of Transportation: <input type="checkbox"/> Private Car <input type="checkbox"/> Van <input type="checkbox"/> Approved Bus <input type="checkbox"/> Train <input type="checkbox"/> Ship <input type="checkbox"/> Airplane <input type="checkbox"/> Other: _____	
Note: Leased/rented vehicle contracts must be signed by the Director of Membership Services (or designee) prior to departure.	

Volunteer Agreement:
<input type="checkbox"/> I have read the Safety Activity Checkpoints for this activity
<input type="checkbox"/> I have attached a roster of participants (girls and adults)
<input type="checkbox"/> I have ensured all required training has been met and attached additional certifications (if applicable)
<input type="checkbox"/> I have purchased Supplemental Insurance (required for trips of 3 days or more and/or for non-member participants)
<input type="checkbox"/> I have secured all troop/group paperwork: <input type="checkbox"/> Parent/Guardian Trip/Event Permission slips <input type="checkbox"/> Adult Health History Card <input type="checkbox"/> Girl Health History form <input type="checkbox"/> Girl Health Record form (for activities of 3 nights or more)
Note: Health records and permission slips must be on site for all girls. Health History Cards must be on site for all adults.)

I have read the requirements related to trips, travel and activities planned during our trip and agree to abide by GSUSA *Safety Activity Checkpoints*, Girl Scouts of Connecticut's Policies and Procedures, and *Volunteer Essentials*.

Signature of Troop/Group Leader: _____ Date: _____

Email: _____

Signature of Service Unit Manager (or designee):	Date:
<input type="checkbox"/> Roster submitted <input type="checkbox"/> Itinerary submitted <input type="checkbox"/> Approval granted <input type="checkbox"/> Approval pending <input type="checkbox"/> Approval denied: Comments attached	
Signature of Director of Membership Services (or designee):	Date:
<input type="checkbox"/> Roster submitted <input type="checkbox"/> Itinerary submitted <input type="checkbox"/> Approval granted <input type="checkbox"/> Approval pending <input type="checkbox"/> Approval denied: Comments attached	
High Adventure Activities: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	By: _____ Date: _____
Supplemental Insurance provided on:	Council Risk Management Department: