

Trips that include activities requiring specialized skills, training, and/or equipment, are considered to be high adventure. These activities involve a reasonable expectation of physical risk to the girls or a legal risk to the adult volunteers and/or the council.

All GSUSA, GSOFCT and Safety Activity Checkpoint procedures MUST be followed. Be familiar with the specific *Safety Activity Checkpoints* that are relevant to your trip and review appropriate sections of *Volunteer Essentials* **before** making plans and again **before** your trip. Failure to follow policies and procedures will result in your trip not being approved.

Taking trips 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 - Travel Ready* and any *Safety Activity Checkpoints* that are relevant to your trip. Both resources are available in the forms library at www.gsofct.org.

High Adventure Trip Procedures:	
<p>All High Adventure trips must be approved by the Service Unit Manager or designee and GSOFCT.</p> <ul style="list-style-type: none"> For the safety of our members, the council must approve sites and vendors for these activities before a troop/group uses the site or vendor for a troop/group or Service Unit event. Council approval verifies that the site or vendor has met the safety and insurance guidelines of Girl Scouts of Connecticut. Girl Scouts of Connecticut has the right to rescind approval, if necessary. <p>Please note: The GSOFCT vendor list is fluid and changes continuously. All troops/groups must complete the High Adventure Approval Process for every high adventure trip even if they, or other Girl Scouts, have previously visited a site.</p>	
Complete the High Adventure Trip Application Form	<ul style="list-style-type: none"> Submit completed High Adventure Trip Application form, along with your troop/group roster, to your Service Unit Manager or designee for approval four weeks prior to trip. Roster should include names, addresses, phone numbers, and (preferably) parent/guardian names.
Service Unit Manager (or designee) Approval	<p>Service Unit Manager or designee will review and verify application for accuracy and completion of training. If application is:</p> <p>Approved:</p> <ul style="list-style-type: none"> Forwards to Director of Membership Services or her/his designee for review and approval. Director of Membership Services or her/his designee forwards onto Risk Management for <u>final</u> approval. Once <u>final</u> approval is granted, a copy of the approved High Adventure Trip Application form will be forwarded to the Membership Manager. <p>Non-Approved:</p> <ul style="list-style-type: none"> If Service Unit level approval is denied, the Troop/Group Leader will be notified. The Service Unit Manager or designee will work with the Troop/Group Leader to ensure information needed is obtained to approve request. <p>Not on Council Vendor Approved List:</p> <ul style="list-style-type: none"> If during the approval process it is noted that the facility or vendor is not on the council approved vendor list, the Director of Membership Services or her/his designee will forward the High Adventure Trip Application form to Risk Management for further research. Allow at least <u>four weeks</u> for new facility/vendor approval. <ul style="list-style-type: none"> Vendor approval: Risk Management forwards a copy of the approved application to Membership Manager. Vendor Non-approved: Risk Management contacts the Membership Manager who will then contact the Service Unit Manager or her/his designee. The Service Unit Manager or designee will work with the troop/group to find an alternate facility or vendor.
Submit High Adventure Evaluation to Risk Management	Troop/Group Leader submits the High Adventure Trip Evaluation form to Risk Management within two weeks of trip completion (riskmanagement@gsofct.org).

Training Requirements:

All troops/groups planning on venturing out must have completed training appropriate for the trip/outing. 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) who holds *current* certification in First Aid, Adult/Child CPR/AED.
- **Out and About**– required for trips that are four hours or more in length and for overnights in buildings with an automated heat source, electricity and running water. Training should be completed at least **two** months before any activity of four hours or more.

Activity	Approval Process Required			Training/Certification Required					
	High Adventure Trip Application	SUM or Designee Approval	Council Staff Approval	Core	FA/CPR/AED	Out & About	Ready? Set? Go!	Camping Adventures	Specialty Training
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. See <i>Volunteer Essentials Chapter 5, Being Safety Wise</i> for more information on High Adventure Activities.	✓	✓	✓	✓	✓	✓			As needed per activity

High Adventure Trip Guidelines:

- Ensure all girl members and Troop/Group Leaders are registered. (Purchase Additional Activity Insurance if needed.)
- It is important that adult volunteers, girls, and parents/guardians understand all aspects of the proposed trip.
- Appropriate girl/adult supervision 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 *Crisis Card*, an *Accident/Injury Report* form and an *Incident Report* form in their possession during the trip. Forms are available at www.gsofct.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 the trip application upon submission.
- If traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female, and the girl-adult supervision ratios in *Volunteer Essentials* must be followed.
- If traveling in more than one vehicle, care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time. The entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-adult supervision ratios in *Volunteer Essentials* must be followed.
- 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.
- GSOFCT volunteers **may not** sign a waiver on behalf of a troop/group member. Only a parent or guardian may sign a vendor's waiver for their daughter/ward.
- **Remember: All High Adventure trips** must be approved by the Service Unit Manager or designee.

Additional Activity Insurance:

- A portion of the individual GSUSA membership dues pays for activity 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 Activity Insurance must be purchased for activities where there is the potential for non-member participation.
- GSOFCT also requires the purchase of Additional Activity Insurance for activities that last longer than three days and two consecutive nights in length.
- For additional information regarding Additional Activity Insurance, please contact your membership staff person.