Troop/Group Trip Guideline Overview

Note: Troop trip form typically not needed for troops attending day service unit events, GSOFCT programs, cookie booth sales, and GSOFCT councilwide events

Basic Field Trips

- Complete jot form submitted three weeks prior to trip.
- Jotform is automatically sent to GSOFCT
customercare@gsofct.org
- Approval received via email.
- Plan 2 submission via jotform available in Forms library
- We do not recommend paying for a trip until approval has been received.

Extended Trips

Overnight, Camporee, Out of State, International Trips

- Complete jot form submitted three (3) weeks prior to trip.
- Six (6) weeks required for international travel.
- Jotform is automatically sent to GSOFCT
customercare@gsofct.org
- Approval received via email.
- Plan 2 submission via jotform available in Forms library

High Adventure Activity Trips

- Complete jot form submitted four (4) weeks prior to trip.
- Jotform is automatically sent to GSOFCT
customercare@gsofct.org
- Approval received via email.
- Plan 2 submission via jotform available in Forms library
- We do not recommend paying for a trip until approval has been received.

Basic Field Trips

- Day trips within Connecticut
- Trip does not include any High Adventure Activities
- First aid kit must accompany troop
- At least one troop co-leader must be present on trip
- Adult-girl ratios must be maintained per guidelines in Volunteer Essentials
- All participants must be registered or covered by Plan 2 Insurance
- One approved adult member must have CPR/First Aid training
- For trips longer than four hours, one approved adult member must have Out and About training
- Girl Annual Consent & Health History forms must accompany troop

Overnight, Camporee, Out of State, International Trips

- Above guidelines for adult-girl ratio, training, and accompanying forms are in effect
- Outdoor overnights may require additional training
- Longer than overnight trips require a detailed itinerary
- Complete roster of attendees is required
- Reminder that all attending adults serving as chaperones must be registered and approved
- All participants in International trips must be registered and approved if adult members
- All trips longer than three nights require additional insurance even if all participants are registered
- Do not pay for any portion of the trip until approved
- Camporees at GSOFCT properties do not require a TTA as long as SU verifies training requirements for troops

High Adventure Activity Trips

- High Adventure Activities are those requiring specialized training or equipment such as horseback riding, rock climbing, white water rafting etc.
- Above guidelines for adult-girl ratio, training, and accompanying forms are in effect
- Waivers required by the location must be reviewed and approved by GSOFCT and signed by each parent/guardian
- COI with GSOFCT specifications must be obtained for location prior to trip approval. GSOFCT will request COI but may request assistance from volunteers to obtain.
- Complete roster of all attendees is required
- Reminder that all attending adults serving as chaperones must be registered and approved
- Reminder that High Adventure activities within an overnight or out of state trip require additional approval
- Preliminary TTA submission should be approved prior to paying for any activities