



Troop/Group Trip Guideline Overview

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

Basic Field Trips

- Complete jot form submitted three weeks prior to trip.
- Jotform is automatically sent to GSOFACT customercare@gsofact.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

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 GSOFACT customercare@gsofact.org
- Approval received via email.
- Plan 2 submission via jotform available in Forms library.

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 GSOFACT properties do not require a TTA as long as SU verifies training requirements for troops

High Adventure Activity Trips

- Complete jot form submitted **four (4)** weeks prior to trip.
- Jotform is automatically sent to GSOFACT customercare@gsofact.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.

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 GSOFACT and signed by each parent/guardian
- ✓ COI with GSOFACT specifications must be obtained for location prior to trip approval. GSOFACT 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