




GSOFACT TROOP TRIP APPLICATION CHECKLIST

No	REQUIREMENTS	
1	I completed the core-leadership training: GSUSA Successful Leader Learning Series & CT Troop Foundations and New Leader Orientation.	
2	The outing is longer than 4 hours, I completed the Out & About training found on gsLearn.	
3	I submitted my FA/CPR/AED to customercare@gsofact.org to be added to gsLearn.	
4	I am up to date on my troop end of year financials.	
5	I have attached a roster of all the attendees (youth, adults & non-members) to the troop trip application.	
6	High adventure vendor is on the approved list. Certificate of Insurance(COI) has not expired.	
7	All adults attending the overnight trip are registered and have an eligible background check.	
8	I meet the girl to adult ratio based on the chart in <u>Safety Activity Checkpoints</u> found on gsofact.org .	
9	The trip is at a private residence, I have submitted the <u>Private Residence Authorization</u> form found on our forms & documents library on gsofact.org .	
10	If outing involves a Float/Hayride, I have attached a photo in my <u>Troop Trip Form</u> .	
11	I have received confirmation that my form was received.	

Please allow at least 3 weeks for your Troop Trip Form to be processed.

Should you have any additional questions. contact Customer Care at customercare@gsofact.org or 800-922-2770

GSOFACT GUIDE TO A SUCCESSFUL TROOP TRIP FORM SUBMISSION

1. Where can I find the Troop Trip Form?

- The Troop Trip Form can be found at gsofact.org. Hover over “Members” tab, select "Forms and Documents" then “Travel”.

2. What core-leadership training do I need in order to take my troop on an outing?

- GSUSA Successful Leader Learning Series & CT Troop Foundations and New Leader Orientation.

3. What training do I need if the outing is longer than 4 hours?

- You must complete Out & About found on your gsLearn account. If you do not see it listed, contact Customer Care.

4. How do I know the FA/CPR/AED certification fulfills the requirements?

- The course must include adult and pediatric (or adult and child) First Aid, CPR and AED. Online only certification is NOT accepted. To be certified you must take a fully in person course or a hybrid course which is where the pre-work is completed online and an in-person skills assessment and test is completed. If the certificate is not in your gsLearn account, please send to Customer Care to be added.

5. What FA/CPR/AED providers does council accept?

- We accept certifications from the American Red Cross, American Heart Association, ASHI, and National Safety Council.

6. Who should be listed on the trip roster?

- The roster should list ALL the names of everyone attending the trip including the names of non-members. Keep in mind that the number of attendees in the trip form must match the number of attendees listed on the roster.

7. What troop end of year financials do we need in order for the trip to be approved?

- In order to approved your outing, at this time we require the completion of MY23 (Oct 2022-Sept 2023) financials. If you have not completed the MY23 troop financials email Customer Care to request the form.

8. We have an outing at a GSOFACT property, do we need to submit a trip form?

- No, a trip form is not needed as long as you made a reservation in DoubleKnot.

9. What if we want to do a high risk activity?

- The venue must be on the GSOFACT approved vendor list. If you are unsure if the venue is on the approved list contact Customer Care. Additionally GSOFACT must have a valid Certificate of Insurance (COI) on file. If the COI is expired, reach out to venue and ask them to provide a COI listing GSOFACT as the certificate holder and include the Hartford address (340 Washington St, Hartford, CT 06106). Ensure you follow the Safety Activity Checkpoints for more information regarding the specific activity that you are doing.

10. We are doing an overnight trip, can we bring non-register members?

- Tagalongs 17 years and younger are allowed as long as they are listed on the roster. However, all adults (18+) must be registered and have an eligible background check.

11. Do we need supplemental insurance?

- Supplemental insurance is optional. We currently offer Plan 3P, Plan 3Pi & Plan 3E. Plan 2 is no longer available. If you want additional insurance, the forms are found at gsofact.org.

12. We are meeting at a private home, what do we need to do?

- GSOFACT does not recommend holding troop meetings in private homes. If you are considering meeting in a private home, you need to fill out the Private Residence Authorization form found at gsofact.org in our “Forms and Documents” library.

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