

## Troop/Group Trip Guideline Overview

Note: Troop trip form typically not needed for troops attending in state service unit coordinated events, events on GSOFCT properties, GSOFCT programs, troop cookie booth sales, and GSOFCT council wide events. If SU is coordinating an event, please contact Customer Care/Member Experience Specialist for a planning checklist.

### Basic Field Trips

- Completed jot form submitted three weeks prior to trip. Jotform is automatically sent to GSOFCT [customercare@gsofct.org](mailto:customercare@gsofct.org) Approval received via email.
- We do not recommend paying for a trip until approval has been received.
- Detailed roster required of all people attending (registered and unregistered members, adults and youths)

### Basic Field Trips

- Day trips within Connecticut.
- Trip does not include any High Adventure Activities.
- First aid kit must accompany troop.
- At least one registered and background checked Co-.
- Adult-girl ratios must be maintained per guidelines in Volunteer Essentials.
- One registered and background checked volunteer must have a nonexpired Adult and Pediatric CPR/First Aid/AED certification that contains an in person skills assessment.
- For trips longer than four hours, one registered and background checked volunteer must have completed Out and About training.
- Girl Annual Consent & Health History & Pick Up Authorizations forms must accompany troop.
- Plan 2 insurance no longer required.

### Extended Trips

Overnight, Camporee, Out of State, International Trips

- Completed 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](mailto:customercare@gsofct.org)
- Approval received via email.
- Detailed roster required of all people attending (registered and unregistered members, adults and youths)

### Overnight, Camporee, Out of State, International Trips

- Above guidelines for adult-girl ratio, training, and accompanying forms are in effect.
- Outdoor overnights require additional training (Ready Set Camp).
- Longer than 3 day/2 night overnight trip requires a detailed itinerary and additional activity insurance.
- Complete roster of attendees is required. Reminder that all attending adults serving as chaperones must be registered and background checked.
- All participants in International trips must be registered. Adults must be registered and background checked (additional guidelines apply).
- Do not pay for any portion of the trip until approved
- Camporees at GSOFCT properties do not require a Troop Trip Application if service unit verifies training requirements for troops.
- Plan 2 insurance no longer required.

### High Adventure Activity Trips

- Completed jot form submitted four (4) weeks prior to trip. Jotform is automatically sent to GSOFCT [customercare@gsofct.org](mailto:customercare@gsofct.org)
- Approval received via email.
- We do not recommend paying for a trip until approval has been received.
- Detailed roster required of all people attending (registered and unregistered members, adults and youths)

### 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 should 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 background checked, especially if trip is overnight.
- Reminder that High Adventure activities within an overnight or out of state trip require additional approval.
- Preliminary Troop Trip Application should be approved in writing by Council prior to paying for any activities.
- Plan 2 insurance no longer required.