



GSOFACT TROOP TRIP APPLICATION CHECKLIST

№	REQUIREMENTS	<input checked="" type="checkbox"/>
1	Complete the core-leadership training: GSUSA Successful Leader Learning Series & CT Troop Foundations or a new leader equivalent GSOFACT course.	
2	If the outing is longer than 4 hours, complete the Out & About training found on gsLearn.	
3	Submit the First Aid/CPR/AED certificate from the troop first-aider to customercare@gsfact.org (to be added to gsLearn).	
4	Confirm that the troop has submitted the most recent Annual Troop Financial Report.	
5	Attach a roster of ALL attendees (youth, adults & non-members) to the troop trip application.	
6	If applicable, confirm the High Adventure vendor is on the approved list and the Certificate of Insurance (COI) is not expired.	
7	Confirm that all adults attending the overnight trip are registered and have an eligible background check.	
8	Confirm that the girl-to-adult ratio is met based on the chart in Safety Activity Checkpoints found on gsfact.org .	
9	If the trip is at a private residence, submit the Private Residence Authorization form found on the Forms & Documents library on gsfact.org .	
10	If outing involves a Float/Hayride, attach a photo to the Troop Trip Application Form .	
11	Once submitted, check for the confirmation email that the TTA form was received.	

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

Should you have additional questions, please contact Customer Care at customercare@gsfact.org or 800-922-2770

GSOFACT TROOP TRIP APPLICATION FAQ'S

1. Where can I find the Troop Trip Application Form?

- The [Troop Trip Application 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 or a new leader equivalent GSOFACT course.

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

- You must complete the Out & About training found on gsLearn.
- If you do not see the course listed, contact Customer Care.

4. How do I know the First Aid/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 includes pre-work completed online and a skills assessment and test completed in-person).
- 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 troop roster?

- The roster must list the names of ALL participating trip attendees, including the names of both members and non-members.
- The number of attendees in the trip form must match the number of attendees listed on the roster.
- If still finalizing the roster, include all those you think will attend.
- OPTION: Reply to your trip confirmation email with an accurate trip attendance list after the event.

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 the MY23 (Oct 2022- Sept 2023) troop annual financial report. If you have not completed the MY23 troop financial report, 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 whether the venue is on the approved list, contact Customer Care.
- GSOFACT must have a valid Certificate of Insurance (COI) on file for approved vendors.
- If the COI is expired, reach out to the 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 the specific activity that you are doing.

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

- Tagalongs 17 years and younger are allowed as long as they are listed on the roster.
- All adults (18+) must be registered GSOFACT members 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.

Questions?

Contact Customer Care at customercare@gsofact.org or 800-922-2770