

## TROOP TRIP FORM

Form can also be completed on line at <https://gscsnj.wufoo.com/forms/gscsnj-troop-trip-form/>

DATE: \_\_\_\_\_ DATE COUNCIL RECEIVED \_\_\_\_\_

This form is to be filled out completely and submitted to Council at least 2 to 4 weeks prior to a trip, depending on the scope of the trip. No deposits are to be put on any trip until approval has been received. Form is needed for:

1. Trips that require 2 or more overnight stay.
2. Trips that are more than 350 miles from troop meeting place.
3. Trips in which leased vehicles (buses, vans, etc.) will be used.
4. Trips to other countries must be submitted at least 6 months in advance to the nearest Service Center.

### SECTION 1: Type of Activity: (check one)

Troop trip overnight (2 or more nights)  Troop trip more than 350 miles from troop meeting place  
 Troop trip using a leased vehicle  Troop trip outside the country

Troop Number: \_\_\_\_\_ Program Level: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Leader: \_\_\_\_\_ Trip Coordinator Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of Girls Attending: \_\_\_\_\_ Number of Adults Attending: \_\_\_\_\_

Number of Non-GS Children: \_\_\_\_\_ Number of Non-GS Adults: \_\_\_\_\_

Destination: \_\_\_\_\_

Address

Activity:

Departure Date/Time: \_\_\_/\_\_\_/\_\_\_ :\_\_\_:\_\_\_ AM/PM

Return Date/Time: \_\_\_/\_\_\_/\_\_\_ :\_\_\_:\_\_\_ AM/PM

Number of Days/Nights: \_\_\_\_\_ Days \_\_\_\_\_ Nights

For Extended and International trips, please attach a copy of your proposed itinerary, including dates, daily activities, location of lodging, and mode of transportation.

**SECTION 2: Budget** A budget should be developed with girl input that will enable every girl to participate. If an additional money earning project is needed (other than Product Program), please submit an Application for Money Raising Event/Activity to [moneyeraning@gscsnj.org](mailto:moneyeraning@gscsnj.org) one month prior to your money raising activity.

**SECTION 3: Transportation**  Meeting at event  Private vehicle-car pool  Public transportation (train, plane, bus)  Chartered/rented vehicle (bus, van, car) (Rented and Leased Vehicle form must be completed & attached.)

- If traveling by private vehicles (car pool): Troop leader or Event planner must verify all drivers are at least 21 years old, have a valid driver's license, all vehicles have the appropriate amount of seat belts and/or car seats, and the car is insured.

**SECTION 4: Insurance (Plan 2 and Plan 3PI)**

- Additional insurance is required for any trip of two nights or more. If non-Girl Scouts are participating in the trip additional insurance must be purchased for them. Contact the GSCSNJ Service Center (1-856-795-1560) for current insurance information. This coverage must be applied and paid for at least 4 weeks prior to the trip.
- There are some trips or activities for which the Council requires proof of liability insurance from the business prior to trip approval. Please check our web site for list of approved businesses. If it is not a pre-approved site, please request from site proof of liability insurance to turn into Council.

**SECTION 5: Health and Safety**

- A. First Aider (please review Safety Activity Check Points and Volunteer Essentials to determine if a First Aider is needed- First Aider must have current Adult/Child CPR and First Aid Certifications (online certifications not accepted) NOTE: First Aider can NOT also be the camp certified person. First Aider must be registered member.

Name \_\_\_\_\_

Please attach copy (front and back) of CPR AND First Aid Certifications

- B. Troop emergency contact person not traveling with the troop: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

NOTE: The Emergency Contact Person must be given a completed Trip roster prior to day of trip.

- C. Will the girls be participating in any activity that requires the presence of an adult certified for that activity? This could include archery, rope courses, horseback riding, boating or swimming (including hotel pools). Refer to Safety Checkpoints and Volunteer Essentials for standards.

Does the facility provide the required certified adult(s)?

Activity: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

Activity: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

Activity: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

If you are providing the required certified adult(s), include lifeguards, please list below:

Activity \_\_\_\_\_ Name \_\_\_\_\_ Type cert \_\_\_\_\_

Expires \_\_\_\_\_

Activity \_\_\_\_\_ Name \_\_\_\_\_ Type cert \_\_\_\_\_  
Expires \_\_\_\_\_

Activity \_\_\_\_\_ Name \_\_\_\_\_ Type cert \_\_\_\_\_  
Expires \_\_\_\_\_

D. Please list camp certified/registered adult: (Note: This cannot be the same person as first aider.)

Name \_\_\_\_\_ Type cert \_\_\_\_\_ Date  
taken \_\_\_\_\_

Name \_\_\_\_\_ Type cert \_\_\_\_\_ Date  
taken \_\_\_\_\_

**SECTION 6:** I have read the necessary Safety Activity Checkpoints and Volunteer Essentials have followed the appropriate safety standards for the activities planned in developing this trip. I understand that this trip may not be approved if all trip planning procedure and safety standards are not met.

\_\_\_\_\_  
Leader or Trip Coordinator Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Forward form to Council.

COMMENTS:  _____	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
_____ Authorized Signature (Council Staff)	_____/_____/_____ Date

Girl Scout Safety Guidelines

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we demonstrate that by agreeing to follow these standards at all times. (Note: See Volunteer Essentials for details on each standard.)

1. Follow the Safety Activity Checkpoints and Volunteer Essentials. Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints and Volunteer Essentials. Read the checkpoints first before planning a trip/activity, follow them, and share them with other volunteers, parents, and girls (as grade-level appropriate) before engaging in activities with girls.
2. Some activities are only allowed with written council pre-approval and only for girls 12 and over, and others are off limits completely. Review page 50 of Volunteer Essentials.
3. Arrange for proper adult supervision of girls. Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.

4. Get parent/guardian permission. When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.
5. Report abuse. Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.
6. Be prepared for emergencies. Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families.
7. Travel safely. When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
8. Ensure safe overnight outings. Prepare girls to be away from home by involving them in planning, so they know what to expect. Men cannot sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas. All adults must be background checked.
9. Role-model the right behavior. Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls.
10. Create an emotionally safe space. Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
11. Ensure that no girl is treated differently. Girl Scouts welcome all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
12. Promote online safety. Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group Web sites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Online Safety Pledge (at [www.girlscouts.org/help/internet\\_safety\\_pledge.asp](http://www.girlscouts.org/help/internet_safety_pledge.asp)) and have them commit to it.
13. Keep girls safe during fundraising. Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts.