



TROOP TRAVEL GUIDE

~Domestic Trips~



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Travel Progression

Every troop or group is different and has unique experiences. This table shows some general grade level based guidelines that you may find useful. Consider the experience level of the girls in your troop and use your discretion.

Travel Progression	Field/All Day Trips	Overnight Trips	Extended Overnights	National Trips	International	Get-Aways
Daisy	x	x				
Brownie	x	X				
Junior	x	x	x			
Cadette	x	x	x	x	x	X
Senior	x	x	x	x	x	x
Ambassador	x	x	x	x	x	x

*Destinations are designed for individual girls ages 11-18.

Progression helps girls to be successful with travel. This will help the girls to build on a positive basic trip experience and learn new skills over time. Keep in mind the 3 Keys and Processes- girls should be learning by doing using cooperative learning and being leaders while discovering, connecting and taking action for the trip. Depending on your troop's program level, start with an overnight close to home (i.e. a troop leader's backyard or a council camp or office). Next, plan a trip within the state for a couple of days. After that the troop should be ready to travel around the nation. Now get ready to take on the world! Remember to make sure that all girls in the troop are ready for the trip you are planning and wherever you go, your trip should be fun, safe, and have some sort of Girl Scout learning component.

As the girls begin to plan their trip, ask yourself what they are ready to do. Make sure to give them the chance to plan, learn and practice skills in a safe environment. For example: If a girl wears shoes that do not fit on a hike around the local park, you can treat her blisters and send her home to mend and think about what she learned. However, if the trip is a long hike or days in another city, she will suffer for the duration of the trip.

No matter what kind of trip, girls need practice in some basic lessons. Here are a few suggestions of skills the girls should learn and practice as they progress through the levels of trip-taking:

- Being away from home for longer and longer periods of time.
- Taking care of herself: brushing her own hair, getting dressed alone, etc.
- Keeping track of and organizing her own belongings
- Rolling up her own sleeping bag
- Packing

- ☐☐ Good safety practices
- ☐☐ Good manners
- ☐☐ Budgeting and fiscal responsibility
- ☐☐ Planning and evaluating: learning how to plan ahead and to evaluate what worked and what didn't.
- ☐☐ Making individual choices and group decisions

Defining Types of Travel

Field trips (Daisies and older): A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step.

All day trip (Daisies and older): An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal)—younger girls can select locations and do much of the trip-planning while never being too far from home.

Overnight trips (Daisies and older): One (or possibly two) nights away to a state or national park, historic city, or nearby city for sightseeing, staying in a hotel, motel, or campground. These short trips are just long enough to whet their appetites, but not long enough to generate homesickness.

Extended overnight trips (Juniors and older): Three or four nights camping or a stay in a hotel, motel, or hostel within the girls' home region (for example, within our state or a bordering state). Planning a trip to a large museum—and many offer unique opportunities for girls to actually spend the night on museum grounds—makes for an exciting experience for girls.

National trips (Cadettes and older): Travel anywhere in the country, often lasting a week or more. Try to steer clear of trips girls might take with their families and consider those that offer Girl Scout programming/educational components—this often means no Disney and no cruises, but can incorporate some incredible cities, historic sites, and museums around the country.

International trips (Cadettes and older): Travel around the world, often requiring one or two years of preparation. International trips are available to Girl Scout Cadettes, Seniors, and Ambassadors who have successfully participated in a progression of overnight trips through Girl Scouts. When girls show an interest in traveling abroad, contact your council to get permission to plan the trip and download the *Global Travel Toolkit. Adult volunteers should ensure that girls are mature enough to participate in the trip. Factors to consider are adaptability, good decision making, previous cross-cultural experience, group dynamics, team capability, language skills (where applicable), and specific skills and interests related to the trip. Visiting one of the four World Centers is a great place to start, but also consider traveling with international service learning organizations. Girls have traveled to rural Costa Rica to volunteer at elementary schools, to Mexico to volunteer with Habitat for Humanity, and to India to work with girls living in poverty in urban slums. WAGGGS World Centers may have additional guidelines regarding age requirements.

*<http://forgirls.girlscouts.org/travel/resources/global-travel-toolkit/>

Requirements for Troop Travel

Rule of Three

When interacting with girls, volunteers should ensure that at all times there are at least 2 girls plus 1 adult volunteer or 1 girl plus 2 adult volunteers for safety purposes. Examples: carpooling, trips to bathroom, etc.

Tag-alongs

When deciding whether or not to allow tag-along attendance on short trips, take into consideration the comfort level of the troop members, girls and volunteers. The top priority should be to allow the **GIRLS** to have fun, explore, have new experiences and make memories that will last a life time.

Only registered Girl Scouts (girls and adult volunteers) can attend an overnight troop trip lasting three or more nights (no tag-alongs). For shorter trips, additional insurance is recommended for any unregistered guest. Additional participants are required to cover all of their own expenses and may not be covered by troop funds. Only adult volunteers required to meet the safety ratios, may be covered with troop funds. (Refer to Volunteer Essentials, Chapter 5).

Travel Volunteers/Chaperones

Refer to the chart below to identify the minimum required adult volunteers/chaperones needed to supervise the girls on their trip and ensure the health and safety of all.

	Group Meetings		Events, Travel, and Camping	
	<i>Two</i> unrelated adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> more adult for each additional number of up to this many more girls:	<i>Two</i> unrelated adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> more adult for each additional number of up to this many more girls:
Girl Scout Daisies (grades K–1)	12	6	6	4
Girl Scout Brownies (grades 2–3)	20	8	12	6
Girl Scout Juniors (grades 4–5)	25	10	16	8
Girl Scout Cadettes (grades 6–8)	25	12	20	10
Girl Scout Seniors (grades 9–10)	30	15	24	12
Girl Scout Ambassadors (grades 11–12)	30	15	24	12

Involving Parents and Volunteers in Planning

Choosing Trip Chaperones

When it comes to choosing trip chaperones, it is best to only have the number of adult volunteers required to meet the safety ratios. These are the only adult volunteers that may be covered with troop funds. (Refer to Volunteer Essentials, Chapter 5). The troop leadership team has the option to decide which adult volunteers will go with the troop. Try to rotate chaperones per trip, if possible. It is important to remind parents that Girl Scout trips are designed to help girls learn self-reliance. These trips are intended to be fun, learning experiences for girls and **should not be considered family vacations**. It is important to stress to the parents that it is not necessary for every single parent to go on each trip. The more adults who attend, the more considerations the girls will have to make for tag-along siblings. Weigh the options of tag-alongs – including your own. It may not always be possible to leave all of the siblings at home, but your planning is complicated when you take them. **Tag-alongs should not be funded by the troop**. In turn, additional and unnecessary adults and tag-alongs make a Girl Scout trip less about Girl Scouts and more about making sure everyone else has a field trip. Any additional adults and tag-alongs outside of safety ratios must cover their own trip expenses. At the end of the day, this is about the girls. It is their money which they earned, and it is for them to have a fun Girl Scouting experience. Girls should help make this decision.

Keep Parents Informed

Keeping parents informed is crucial for trips, especially for parents who are not chaperoning. Make sure you give each parent a clear description and expectation of what the trip will be. Examples would be goals, program elements, an itinerary, troop emergency contact and budget. Having these tools already in place for parents lets them know where their child will be, with whom, and when. It will also be useful for the parents going on the trip. They will be able to see what each day's activities/itinerary look like and help you manage expectations. Being transparent with this information will help ease the minds of those parents who are unable to go on the trip. It will also help with the conversation you will have when you begin to pick chaperones.

Have a Parent Meeting

Having a parent meeting will help create clear expectations for not only the trip, but also for what you expect of the parents throughout the process. Be sure to include clear "rules" for participation well in advance. Some examples would be payment schedules, who can go (tagalongs) and whose expenses will be paid. Include what items their Girl Scout will be responsible for providing. Required forms, medical records/exams, special equipment, spending money, and discussing fundraising activities are a few examples of topics to discuss. Have a detailed agenda of your talking points. This will help keep the meeting on track and also allow you to take additional questions at the end. It is best to provide the information in writing for all trips. As a trained troop leader, you have knowledge and information that parents may not. Plan to hold

one or more parent meetings. It is imperative that parents know and understand Council policies and safety standards governing the trip and money earning projects. Examples would be written parent permission form, first aid kits, council event/trip approval etc.

Helpful Reminders for Adults

- Required girl-adult volunteer ratios
- Girl Scout program standards
- Written parental permission required for participation and administration of medication
- Girl and accompanying adult's behavior expectations
- Purpose of trip and activities (Girl Scout programming)
- The importance of girl planning and progression. (Girl-led)
- The importance of opportunities for girls to learn independence and self-reliance (Cooperative Learning)
 - Mistakes will happen, all may not go smoothly. It is important that girls have the opportunity to learn from mistakes and be able to handle "less than perfect". (Learning by doing)



Involving Girls in Planning

Building a Team

The girls must understand the importance of “sticking together” during trips. This point is vital when you begin to talk to your troop about travel. Being in a group during troop meetings is one thing, but being in an unfamiliar place makes utilizing the buddy system pertinent. It would also be useful to switch the girls’ buddies up at least once during your trip. Begin talking with your girls about behavior expectations and appropriate conduct at the very beginning of trip planning.

Setting expectations and boundaries from start to finish will help ensure that the girls have a positive experience and will want to travel as a troop again. Facilitating

teambuilding

activities before, during and after the trip will help your group of girls grow and stay united. Also talk with the girls about how to handle situations as they arise. For example, if one of the girls isn’t getting along with another, give them the tools beforehand to know what their next steps should be. Of course this situation will be handled differently at every program level. It may seem easier for a troop leader to decide where the girls will travel, what they will do to fund the trip, and everything in between, but we encourage leaders to involve their girls as much as possible. Of course, what this means for a Brownie troop is different than a Senior troop. As girls grow older, they should take a more active role in planning. Involving the girls in the planning process will teach them skills that will come in handy for the rest of their lives. The girls can make specific arrangements, plan details, create a budget, and accept responsibility for their personal conduct and safety.

Incorporating the Girl Scout Leadership Experience into travel should start by asking girls the following questions:

- What do we want to experience?
- Where are we interested in going?
- Who will we want to talk to/meet?
- When are we all available to go?
- What are visiting hours?
- Do we need advance reservations?
- What are our options of getting there?
- What is the least and the most this trip can cost?
- How will we earn the money?
- What do we need to do now to get ourselves prepared for this trip?
- What’s the availability of drinking water, restrooms and eating places?
- Where is emergency help available?
- What safety factors must we consider?
- What will we do as we travel?
- What will we do when we get there?
- How will we make the world a better place on our trip?
- How will we share out experience?

Can We Go Somewhere FUN?

What if my troop wants to go to an amusement park or on a cruise?

Girl Scout travel experiences should be fun!

However there does need to be some sort of learning/leadership component with the experience. Consider a behind the scenes tour with a rollercoaster engineer or a Cruise Ship Director to hear about their career. Have a focus on healthy living and have the girls wear pedometers while at the amusement park. Learn about sea animals and how to advocate for

whales before going on a cruise...then go whale watching! There are so many ways to make these experiences more than just running around a park and going on rides (although that is fun, too). Reach out to us if you need inspiration. We want the fun to happen as much as you and your girls do.

A key aspect to the Girl Scout Leadership Experience is reflection. After the conclusion of your trip, ensure that girls have a chance to evaluate their experience, talk about what they learned, and find ways to share their experience with others. This will help the girls to see how they Discovered, Connected, and how to Take Action from what they learned.

Budget

Girls should take an active role in the budgeting and financing for the trip. An example budget sheet is available in the appendix for the girls to use during your troop's planning session.

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Build an Itinerary

Work with the girls in the troop to build a clear itinerary that states the following:

- Where you are going?
- How long you are going?
- How you are traveling there and back?
- Who is going?
- What you will be doing?
- Include a time line that features each activity, but allow for flexibility in your schedule so that you are not booked for every hour on every day of your trip. Everyone (girls and volunteers) needs downtime to recharge and rejuvenate.
- Remember any changes to the itinerary need to be a troop decision (volunteers and girls) both before and during the trip.

Risk Management During Travel

Procedures for Trip Safety

As girls go through their Girl Scouting Experience, they may decide they want to add field trips, overnights, camps or travel into their badge work. This is a great way for girls to get to know the world around them, but it is up to the adult volunteers to keep them safe.

Activities, events and trips must follow Safety Activity Checkpoint guidelines available for viewing at: <http://www.gshg.org/content/dam/girlscouts-gshg/documents/2018%20Safety%20Activity%20Checkpoints%20%20-%20updated.pdf>

The Troop Trip Application available at <http://www.gshg.org/forms> must be submitted at least 4 weeks prior to the activity, event or trip and must be approved in advance of the activity. This form must be completed if the event or trip meets one or more of the following criteria:

- a. Events where non-Girl Scout participants will be in attendance (recruitment events, or other events where tag-alongs will attend)
- b. Overnight events of 1 night or more
- c. High risk events or events requiring special equipment or special certifications
- d. Events covering sensitive or controversial information
- e. Events taking place away from the usual troop meeting location

Insurance may also be required for an activity, event or trip and must be purchased prior to submitting the Troop Trip Application. Once an activity, event, or trip is reviewed, the person submitting the request will receive an approval or denial response along with any

pertinent information regarding the activity, event or trip.

Transportation with Girls

How parents decide to transport girls between their homes and Girl Scout meeting locations is each parent's individual decision and responsibility. For planned Girl Scout field trips and other activities—outside the normal time and place—in which a group will be transported in **private vehicles**:

- Every driver must be an approved volunteer at least 21 years old and have a good driving record, a valid license, and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.

Choosing Public Transportation

Whenever possible, choose public transportation (trains, commercial airlines, bus lines, and ship lines). These common carriers are preferable to chartered forms of travel, which often do not have set standards for equipment, personnel, and insurance.

If public transportation is not possible, private vehicles are suitable for Girl Scout travel only if each passenger is in a legal seat, everyone wears seat belts at all times, and drivers adhere to state laws regarding booster seats and requirements for children in rear seats. Every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. In case of an accident, the vehicle owner's insurance is the primary applicable insurance.

If chartering as a form of transportation is necessary, use the following guidelines to help ensure everyone's safety:

Leased or Rented Vehicles

Read rental agreements carefully, noting the type and amount of insurance carried by the rental agency and the minimum age of drivers, in order to avoid surprises. Also note who is responsible for damage to or loss of the vehicle.

Commercial Vehicles

Only vehicles designed to carry passengers can transport Girl Scouts. Flatbed or panel trucks without seats, buses reconditioned by hand, or any vehicle that cannot be registered should not transport passengers. The use of 15-passenger vans is not allowed for troop trips.

Campers

Passengers must wear seatbelts and must sit in seats designed by the manufacturer for that purpose. Cargo should be stowed so that sudden stops or impact won't result in injury. People shouldn't be transported in fifth-wheel camper/trailers, in campers that fit onto pickup flatbeds,

or in the body of any trailer.

Airplanes

Commercial airlines with regular schedules are also appropriate for Girl Scout group travel. A travel agent and trusted online travel sites can help a group determine the best routes and rates. Because of poor accident records and non-uniform safety standards, travel via private plane is not allowed.



Accident and Incident Reports

In the event of an accident/incident occurring during any Girl Scout activity, event, or trip, the Council is to be notified as soon as possible. The volunteer/chaperone in charge should complete the Accident/Incident Report within 24 hours of the occurrence and submit it to the gshg council office. Once the Accident/Incident Report is received, GSHG will follow up with further instructions.

<http://www.gshg.org/content/dam/girlscouts-gshg/documents/Accident%20Incident%20Report.pdf>

Emergency Plan for Girl Scout Troops

On any outing with your troop/group, take with you:

- Signed parental permission forms, which include how parents can be reached in case of emergency and all emergency telephone numbers
- Directions to the nearest hospital/medical facility
- Cell phone and charger

Action Plan

1. Give required first aid treatment. Call 911 and retain a responsible adult at the scene. Secure girls with volunteers
2. Permit no disturbance of the victim or surrounding until police/emergency responders have assumed authority
3. Speak only to the police, Girl Scout staff or proper authorities
4. Report incident to Girl Scouts by calling 1-866-236-7944.
5. Contact Parent/Guardians of those affected
6. Refer all media (newspaper, radio, TV) inquires to the council office. DO NOT release any information or names.
7. Keep a record of order of events, treatments, calls, etc., and submit to council within five days

Council Customer Care 1-888-689-1912

National Poison Control Center 800-222-1222
After hours GS Emergency 1-866-236-7944

Appendix A: Required Training

The following chart identifies the required training at least one volunteer must have prior to taking a trip, depending on the type of trip you are taking. All trips require at least 2 approved volunteers.

Trip Type Training	Field/All Day Trips	Overnight Trip	Extended Overnights	National Trips	International Trips	Get-Aways
New Leader Orientation (NLO)	Yes	Yes	Yes	Yes	Yes	Yes
Troop Travel (Guide or online)	Yes	Yes	Yes	Yes	Yes	Yes
Outdoor Skills 101	Required when cooking outdoors, fire building or sleeping in tents, regardless of the trip type.					
CPR/First Aid*	Yes	Yes	Yes	Yes	Yes	Yes
Basic Water Rescue* or Lifeguard Training	Required when wading, swimming, boating, or fishing. Refer to Safety Activity Checkpoints for specific activity requirements.					

*Each trip must have one volunteer trained in First Aid and CPR and one volunteer trained in Basic Water Rescue or Outdoor Skills (if needed).

Appendix B: Frequently Asked Questions

1. When should I submit the Troop Trip Application Form?

The Troop Trip EZ form should be completed and submitted at least 2 weeks before the trip/event takes place. The Troop Trip Application (long) form should be completed and submitted at least 4 weeks before the trip takes place. This can be completed online through our website at www.gshg.org.

2. Do all adults participating in a trip need to be background checked/approved volunteers?

At least two adults (or the correct ratio of adults to girls per Volunteer Essentials Chapter 5) must be approved volunteers. All drivers must be approved volunteers. If any extra adults come along on the trip who are not approved volunteers, the leaders must ensure that no girl is ever left alone with them.

3. Can tag-alongs come on a trip?

It is up to the troop to decide if they would like to include tag-alongs on trips. If tag-alongs are included, extra activity insurance should be purchased for the trip. Troop funds may not be used for tag-alongs or extra adults.

4. Can we stay at one of our Council Camps or facilities?

Absolutely! Girl Scouts of Historic Georgia allows reservations at our camps and facilities. To reserve one of our facilities, email reservations@gshg.org or call 1-888-689-1912. If you are traveling to different states, consider contacting other Councils to see if you can stay at one of their facilities.

5. What is the buddy system?

Each girl should have a buddy in the group to accompany her at all times (switching buddies throughout the trip is a good idea). Girls should never be alone.

6. What is the rule-of-three?

At all times when interacting with girls, adults should ensure that there are at least 2 girls plus 1 adult volunteer OR 1 girl plus 2 adult volunteers for safety purposes. Examples: carpooling, trips to bathroom.

7. What are the guidelines for men traveling with girls?

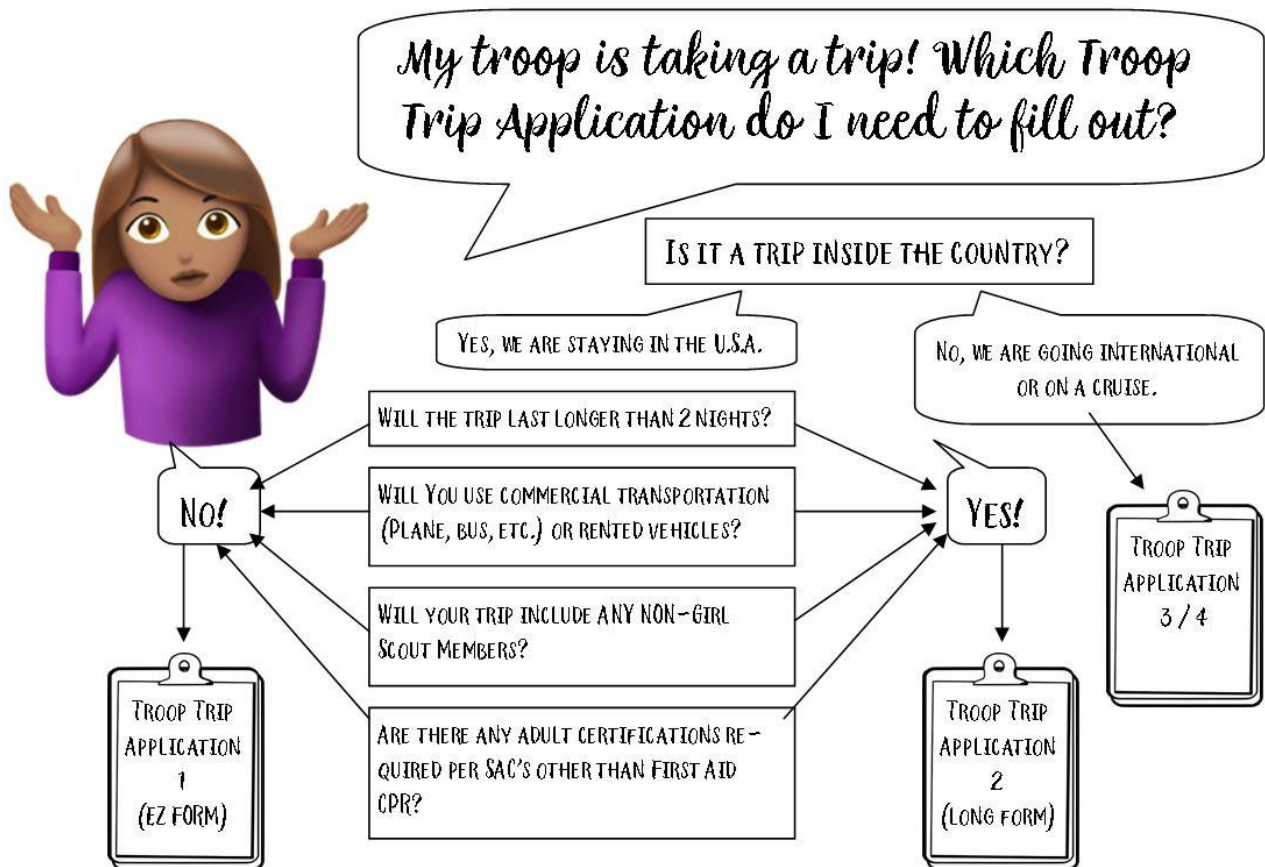
Men who are approved volunteers are allowed to travel with a troop. If the trip is an overnight, the men must have separate sleeping quarters from girls and use separate bathroom facilities. Fathers are permitted to share sleeping quarters with their daughter(s) only.

If you have any questions about travel, please contact customercare@gshg.org, we are happy to help!

Appendix C: Required Forms

The Troop Trip Application or Troop Trip EZ Form is required for overnights, or any activity, event, or trip away from a troop's regular meeting location.

The Parent Permission Form and Girl/Adult Healthy History need to be completed and kept with the troop leader/chaperone for the activity, event or trip.



Appendix D: GSHG Leader Travel Checklist

Compile all the paperwork needed in each car into a folder or manila envelope. Slip it under the seat, out of your way, but convenient in case you need it.

- Complete the Troop Trip Application within the indicated time prior to the trip
- Parental Permission form and Health History form for each girl in the car she is riding in (including the leader's daughter)
- Health History form for all volunteers (including the leader)
- Any girl's medications, instructions for dosage and signed permission to give
Medications which are carried by the troop First Aider (volunteers must secure and be responsible for their own medications)
- Emergency contact phone numbers (including an in-town contact who is not on the trip)
- Emergency procedures sheet and/or card
- Accident/Incident Report Form
- Copies of passports and/or other critical documents as needed/required
- First Aid Kit (check Safety Activity Checkpoints)
- Map of the areas you will be traveling; do not rely solely on GPS units or smart phones (you may not have service in all areas)
- All necessary paperwork for reservations, including phone numbers, confirmation numbers, or lease agreements, etc.

- Change/Cash toll roads, tips, etc. (in appropriate currency)
- Handi-wipes, tissues and/or paper towels, trash bags-for trash, makeshift rain gear, wet clothing, etc., zip bags for motion sickness
- Emergency “fix it” kit with safety pins, needle and thread, duct tape, scissors, pen and paper etc.
- Ideas for travel games or activities to keep girls engaged

Appendix E: Travel Budget Worksheet

Transportation		Cost	x	# of People			Transportation Cost
	Airfare						\$
	Train						\$
	Bus						\$
	Boat/Ferry						\$
	Subway						\$
	Rental Vehicles						\$
	Gas						\$
	Other						
Lodging		Cost per night	x	# of Nights	x	Total Rooms	Lodging Cost
	Hotel/Motel						
	Campsite						
	Other						
Food/Meals		Cost per meal	x	# of Meals	x	# of People	Meals Cost
	Breakfast						\$
	Lunch						\$
	Dinner						\$
	Snack						\$
	Water						\$
	Other						\$
Program/Sightseeing		Cost per person	x	# of People	x		Program Cost
							\$
							\$
							\$
							\$
Equipment		Cost per person	x	# of People	x		Total
							\$
							\$
Miscellaneous		Cost per day	x	# of Days	x	# of People	Miscellaneous Cost
	Insurance						\$
	First Aid Supplies						\$
	Laundry						\$

	Life Guards					\$
	Tolls					\$
	Other					
					Subtotal	\$
Contingency					10% of Subtotal	\$
					Total	\$
Total Individual Cost		Total \$	/	# of People		\$

Appendix F: Supplemental Insurance



Supplemental Insurance Form

Supplemental Insurance is offered by GSHG through our insurance company as a supplement to the Accidental Supplement Insurance (**Plan 1 Accidents Only**) offered with Girl Scout membership registration and to ensure all participants are covered while participating in a **Girl Scout approved, supervised event/activity/trip**.

Supplemental Insurance is used for the following:

1. Traveling more than 2 nights
2. Camping more than 2 nights
3. A Girl Scout event/activity with non-registered Girl Scouts participating/attending

Instructions:

1. Complete this form online at <https://gshg.wufoo.com/forms/request-for-supplemental-insurance/> with payment and submit **BEFORE** turning in your troop trip application.
2. If you prefer to pay by check, submit the form and check to your local office attn: Teresa Laird.
3. The current fee is \$.11 per day per person. Insurance premiums are set by the insurance company and are subject to change. There is a **\$5.00 minimum** for the supplemental insurance.
4. When calculating the fee for travel/camping more than 2 days you must count all days not just the ones over 2 days. **Plan 1 Accident Only** *does not* cover any days when traveling/camping over 2 nights.
5. When calculating for Girl Scout event/activity, count only the non-registered Girl Scouts as the registered Girl Scouts (girls and adults) will be covered under **Plan 1 Accidents Only**.
6. **Plan 2 Accidents Only** is the plan that will be in force unless you select **Plan 3E Accident & Illness**. You must call GSHG office for rates for **Plan 3E Accident & Illness**.

Event Name & Location	Beginning Date	Ending Date	# of Participants	# of Days	# of Participants Times Days	# Times Premium per Day	Total
Ex: Field Trip to Savannah	5/17/13	5/21/13	25	5	125	125 X .11	\$13.75

Troop/Group # _____ Grade Level _____ County/Service Unit/Area _____

Leader/Advisor's Name _____

Leader/Advisor's Signature _____

Phone _____ E-mail _____

Address _____
Street City/State/Zip

Please note: You may now submit an electronic version of this form online at:
<https://gshg.wufoo.com/forms/request-for-supplemental-insurance/>

GSHG FORMS (8/15)

Appendix G: Troop Trip Forms



Troop Trip Application - EZ

Turn this form into your Service Area Manager two weeks before your trip.

Use this form for trips that:

- Do not include high risk activities and require no special certifications
- Only include currently registered members of Girl Scouts of Historic Georgia
- Only use personal vehicles for transportation
- Are day trips or are two nights or less in length

Trip Details

Purpose of the trip: _____

Name of Destination: _____ Street Address: _____

Departure Date: _____ City: _____ State: _____

Return Date: _____ Zip Code: _____

Trip Leader Name: _____ 5-digit Troop #: _____

Email: _____ Phone: _____

of Girls Attending: _____ # of Adults Attending: _____

Volunteer Certifications

At least one adult on your trip must have completed Adult and Child First Aid/CPR/AED.

First Aid Certified Adult Name: _____

(Please attach certification card if not already on file)

Emergency Contact

The individual not going on the trip who can be contacted in the event of an emergency. You must leave a trip itinerary and a list of all trip attendees along with their parent/guardian phone numbers with your emergency contact person.

Name: _____ Phone: _____ Email: _____

Supporting Documents

- Attach a Participant Roster - Name of girl and adult participants going on this trip including age, grade-level, phone number and email address.

Advisor/Leader Statement of Compliance:

- GSUSA Safety Activity Checkpoints, GSHG health, safety and emergency procedures have been reviewed and will be adhered to.
- All certified adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
- All drivers for these activities are properly licensed and all vehicles are registered, insured, maintained and have a seat and seatbelt for every passenger. Car seats/booster seats will be used for any girls who legally require one.
- Parents/guardians will be informed of the trip activities, safety and emergency procedures, and contact information.
- A signed Girl Health History and Permission Form will be obtained and carried on the trip for each girl.
- Our group/troop will conduct ourselves at all times in a positive manner while representing Girl Scouts.
- I understand that providing misinformation could result in the trip not being covered by Girl Scout Activity Insurance and could increase my personal liability.

Advisor/Leader Signature: _____ Date: _____



Troop Trip Application

Submit this form to your local GSHG Program Manager four weeks before your trip.

Please use additional pages to submit any information unique to your trip.

Trip Details

Purpose and Description of Your Trip:

Trip Leader Name: _____ 5-digit Troop #: _____

Departure Date: _____ Departure Time: _____ Departing From: _____

Return Date: _____ Return Time: _____ Returning From: _____

Please list all places you will visit on your trip, or attach a detailed itinerary including these details. Include any overnight accommodations and major sites and attractions.

Site Name	Date Visiting	Site Address

Transportation

Please list all transportation providers (ex. flight, train, bus, rental vehicle) or attach your transportation receipts/itineraries.

We will only be using personal vehicles for this trip

Type	Trip Number if applicable	Date	Departing Location	Arrival Location
<i>EX. Plane</i>	<i>Flight 1912GS</i>	<i>3/12/1912</i>	<i>Heathrow Airport, London</i>	<i>Savannah, GA</i>

Supplemental Insurance

Some trips (below) require supplemental Girl Scout insurance. It is inexpensive and well worth the cost.

1. Traveling more than 2 nights
2. Camping more than 2 nights
3. A Girl Scout event/activity with non-registered Girl Scouts participating/attending Insurance can be

purchased online here: <https://gshg.wufoo.com/forms/request-for-supplemental-insurance/>

If your trip requires supplemental insurance, attach the receipt of your purchase to this form.

Emergency Contact

The individual not going on the trip who is contacted in the event of an emergency; he/she should have a detailed trip itinerary and a list of all trip participants with their parent/guardian phone numbers.

Name: _____ Phone: _____ Email: _____

Final Roster Fill out this form or attach a participant roster with this information. All trip participants must be registered members of Girl Scouts at the time of the trip.

Name	Grade level or Adult	Phone number

Certifications required for this trip. Attach copy of certification if not already on file.

Name of Certification	Name of Certified Adult	Date of Certification
First Aid/CPR (must have for any trip)		

Advisor/Leader Statement of Compliance:

- GSUSA Activity Checkpoints, GSHG health, safety and emergency procedures have been reviewed and will be adhered to.
- All certified adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
- All drivers for these activities are properly licensed and all vehicles are registered, insured, maintained and have a seat and seatbelt for every passenger. Girls will be in car seats/booster seats if legally required.
- Parents/guardians are informed of the trip activities, safety and emergency procedures, and contact information.
- A Girl Health History and Permission Form will be obtained for each girl on the trip and will be carried on the trip.
- Our group/troop will conduct ourselves at all times in a positive manner while representing Girl Scouts.
- I understand providing misinformation could result in the trip not being covered by Girl Scout Activity Insurance and could increase personal liability.

Advisor/Leader Signature: _____ Date: _____



Accident/Incident Report - Page 1

Print Form

Troop/Group# _____ Program Grade Level _____ County/Service Unit _____

Leader _____ H _____ W _____

Address _____
Street City/State Zip *

Name of Person Involved _____ Age _____

Name of Parent _____

Address _____
Street City/State Zip

Name of Witness _____

Address _____
Street City/State Zip

Name of Witness _____

Address _____
Street City/State Zip

NOTE: Attach signed statements of witnesses for files.

TYPE OF INCIDENT: Behavioral Accident Epidemic Illness
 Security Other: _____

Date _____ Time _____ Weather Conditions _____

Where did it occur?

(Specify location, including location of the injured, witnesses, etc. Draw a diagram.)

Describe the sequence of activities or events: _____

Describe the Injury: _____

The Injury was: Slight Moderate Severe

GSHG FORMS (7/10)



Accident/Incident Report - Page 2

Emergency procedures followed at the time of the accident/incident _____

By whom? _____

How much time elapsed between the accident and first aid? _____

Disposition: Continued Activity Sent Home Released to _____
 Taken to Hospital By Whom? _____ Date _____

Name of Hospital _____
Hospital Address _____
Name of physician in attendance _____

Were the parents/guardians notified? In Writing? By Phone? Other? _____

By whom? _____ Date/Time _____

What was the parents' response? _____

Was there any equipment or object connected to the accident? If so, explain. _____

Were there any other contributing factors? If so, explain. _____

Injury prevention steps taken _____

Others notified (law enforcement, site owner, etc.)

NAME	POSITION	DATE

Submitted By _____ Date _____

Position _____

In the event of any accident or incident at a troop meeting or outing, return this form to your local Service Center. If medical treatment is given, return this form, along with the insurance form to your local Service Center. DO NOT mail that form to the Mutual of Omaha. The form must be processed in our office. Please note the sheet should be filled out on both sides. The forms should be completed and mailed within 24 hours of the injury/accident.

GSHG FORMS (7/10)



IN CASE OF EMERGENCY, CALL
1-866-236-7944

In case of emergency, dial the number on the front of this card and be prepared to give information related to your emergency: name, nature of emergency, location, number/type of injury, property damage or threat & contact number. Med-Com will contact the appropriate representative/s from your council.



www.gshg.org