

ACTIVITY AND/OR TRIP PERMISSION APPLICATION FOR A TROOP/GROUP

P1 - Troops/groups must have written permission from a council employee to participate in activities that involve:

- a) a day or overnight trip that includes non-registered participants
- b) a day or overnight trip outside council boundaries
- c) trips or overnights of 2 nights/3 days or more
- d) travel outside the continental US
- e) camping activities, including backyard camping, campfires, outdoor cooking, and cabin camping
- f) programs that include human sexuality and related health issues
- g) activities that present a greater risk than usual to participants.

YOUR TRIP IS NOT APPROVED UNTIL YOU RECEIVE EMAILED APPROVAL.

Approvals:

NOTE: Trip requests are reviewed in the order in which the paperwork is received. If you fail to submit your paperwork in a timely fashion (see the deadlines listed below), your trip will not be approved! Please forward this document, in its entirety to info@gsvsc.org. Without council approval, you may **NOT** move forward with the trip. To be reviewed, this document must be received at headquarters as follows (please check the appropriate box for your request):

- Four (4)** weeks processing is required for **local field trips within in-council boundaries** and activities that **do NOT require vendor approval**. Refer to the above P1 policy as to when local field trips require council approval. This includes high risk activities, camping (even if on council property), or programs that include human sexuality or related health issues.)
- Six (6)** weeks processing is required for trips out-of-council boundaries but within the state of Virginia or any activities requiring vendor* approval based on Safety Activity Checkpoints. (This includes high risk activities, camping (even if on council property), or programs that include human sexuality or related health issues.)
- Eight (8)** weeks processing is required for trips *out-of-state but within the continental US* and **for stable vendor approvals**.
- Twelve (12)** weeks processing is required for international trips outside of the continental US, including Alaska, Hawaii, and US territories and/or cruises. The [Intent to Travel form](#) must be approved before submitting this form.

*Vendor approval is subject to compliance with all insurance and Safety Activity Checkpoint requirements. **New Vendor Approvals take 8-10 weeks minimum for the Vendor to hear back from their insurance company.** Please take this into consideration when submitting this form.

Before you get started:

You will need the following information:

- A complete list of participants, including all the adults going on the trip. Please note that per GSVSC Policy A5: All adults participating in a Girl Scout (girl) program must have a current Girl Scout membership and have a cleared background check with GSVSC.
- A complete itinerary including the day-to-day plans during the trip and/or a detailed list of activities.
- A First Aider is required to attend. The Activity/Trip Leader (the person filling out this form) may NOT be the First Aider. You must have their training dates at the time of submitting this form. A copy of First Aid & CPR certifications are to be uploaded into External Achievements in gsLearn for verification.
- A complete list of hotel, travel plans, and any vendor you plan on using.
- The name and email address of your Service Unit Manager or Community Engagement Manager. Your Service Unit Manager and/or Community Engagement Manager will be copied on Activity trip approvals.

Here are some helpful tips before you get started.

- Outside of council boundaries is defined as any county outside of the 36 counties GSVSC covers. The following counties are within GSVSC boundaries:
 - Rappahannock, Culpeper, Madison, Orange, Greene, Rockingham/Harrisonburg, Highland, Staunton/Augusta/Waynesboro, Charlottesville/Albemarle, Louisa, Fluvanna, Bath, Rockbridge, Nelson, Buckingham, Alleghany, Botetourt, Amherst, Appomattox, Craig, Bedford, Lynchburg/Campbell,

Charlotte, Giles, Roanoke, Radford/Montgomery, Franklin, Pulaski, Floyd, Patrick, Martinsville/Henry, Danville/Pittsylvania, Halifax, Wythe, Galax/Carrol, Grayson

- Some activities and trips require the use of vendors or outfitters. Girl Scouts must use an approved council vendor or outfitter who is certified in the activity being provided
- Copy of certifications obtained outside of Girl Scouting must be uploaded into gsLearn External Achievements. A copy of First Aid & CPR certifications are to be uploaded into External Achievements in gsLearn for verification.
- Review Intro to SAC before beginning. Pay attention to the transportation and sleeping accommodations requirements.
- For backyard camping, you must submit a copy of your homeowner's insurance within at least \$500,000 or more in general liability.
- There are specific guidelines for 15-passenger vans. Review Intro to Safety Activity Checkpoints for more info.

ACCEPTABLE VANS: In order of preference, are as follows: Ford Transit Low Roof, Nissan NV 3500, Ford Transit Medium Roof. High-capacity vans must be manufactured after 2011 and be equipped with the following safety features: Electronic Stability Control, Tire Pressure Monitoring, Side Curtain Airbags and Center Aisle. Council approval must be obtained. Please see Safety Activity Checkpoints for more info.

UNACCEPTABLE VANS: The following vans do not meet our safety criteria and should not be used by volunteers: Ford E-350, Chevrolet Express 3500, GMC Savana, Ford Transit High Roof, and Mercedes Benz Sprinter 2500.

Requirements: Please ensure that all appropriate arrangements have been made to ensure the safety of the girls and adults. Below is a list to remind activity/trip leaders of various safety checkpoints. Please ensure that all necessary arrangements for your activities and/or trip have been made.

SAFETY

- [Volunteer Essentials](#) have been reviewed.
- [Safety Activity Checkpoints](#) have been thoroughly reviewed for each specific activity taking place.

PERMISSION AND HEALTH EXAMINATIONS

- Written permission has been obtained from parents/guardians. For international trips, permission has been obtained from both parents/guardians.
- A complete health history has been signed by the parent/guardian for each child and adult. The health forms should be with the first aider for the duration of the trip. Troop Co-Leader may be required to submit health forms to council should there be an accident/incident.
- For sensitive issues, the Application for Council Permission for Programs That Include Human Sexuality (#2223) has been submitted and approved by council staff and the Guidelines for Programs That Include Human Sexuality (#2222) have been followed.
- For travel to the Juliette Gordon Low Birthplace in Savannah, Georgia, the required reservations, and additional approval have been obtained.
- For international travel, Intent to Travel for International Trips (#2279) has been submitted 24 months prior to the trip.

LEADERSHIP

- Activities requiring adults to have specific certifications or skills are directed by adults who meet the qualifications. (See *Safety Activity Checkpoints*.)
- GSVSC Policy A5: Adult participants attending a Girl Scout (girl) program, trip, or overnight should be registered Girl Scout members and have an approved background check on file with GSVSC prior to their participation in any of these Girl Scout activities.
- Girl-to-Adult ratios must follow the Events, Travel, Camping and/or activity-specific Safety Activity Checkpoint ratios. See Knowing How Many Volunteers You Need in [Volunteer Essentials](#) and/or [Safety Activity Checkpoints](#).

TRANSPORTATION

- For all drivers the vehicle inspection, insurance and licenses have been verified; all drivers have an approved background check on file with council.
- The troop/group leader has read and followed the "Transporting Girl Scouts" section in [Safety Activity Checkpoints](#).
- Every driver must be a registered, background checked member (approved adult volunteer) at least 21 years old, and have a safe driving record, a valid license, and a registered/insured vehicle and meets council standards and policies for driving and transporting girls.
- All drivers are adults with valid driver's licenses and insurance and have signed a copy of the "Safe Driver Pledge."
- Copies of contracts for leased/hired vehicles have been sent to council (info@gsvsc.org) for approval.
- Passports are required for all international travel including travel by air, land, and sea (cruises).
- Girl Scout youth members never drive other members to, from or during activities or field trips.

INSURANCE

- For international trips additional Girl Scout activity insurance has been purchased **FOUR WEEKS IN ADVANCE OF THE TRIP**. Request for Girl Scout Activity Insurance (#2136). **Trips must be approved before insurance can be purchased.**
- Girl Scout Activity insurance is specific to date, time, location, and number of participants. Notify the council for any date, time, location, or participant changes.
- Adults attending the activity/trip are required to have a Girl Scout membership and a cleared background check.
- Swimming, even in a hotel pool, is **not** permitted unless a **certified lifeguard** and qualified watchers are present, and other safety swimming requirements have been met.

HIGH ADVENTURE OUTFITTERS AND STABLES

- Only parents/guardians may sign a release or hold harmless agreement waiver for girl members.
- The provider is on the list of council-approved high adventure vendors (outfitters) or stables.

EMERGENCY PROCEDURES

- The troop/group trip leader has an emergency action plan for these activities and has been reviewed with all participants.
- The troop/group leader has reviewed the emergency procedures.
- The troop/group leader has a copy of and has read the Emergency Procedures (#1088).
- The emergency contact person (who is staying at home and available to respond to an emergency) has the following: names and phone numbers of girls' parents/guardians, phone numbers where you can be reached, and a copy of the Emergency Procedures (#1088).
- The name and phone number of the troop/group emergency contact person has been given to parents/guardians.
- For out-of-country trips, a list of participants' names, addresses, phone numbers, copy of passport or list passport numbers, and parents' names, addresses, and emergency phone numbers are attached.

CABIN CAMPING

- I understand our troop/group does not have the required outdoor education training to camp, sleep, or cook outdoors.
- I understand that all participants **must sleep in a climate-controlled** multipurpose building or bunkhouse.
- I understand that all cooking **must be done indoors** on standard electric/gas stoves (not camp stoves).
- I understand that we may **not** include any activities that involve a campfire, including lighting or maintaining campfires.

Backyard Camping

- Backyard camping activities are allowable as part of the camping progression. Additional activities **must** follow Safety Activity Checkpoints and may not be approved.
- For backyard camping, you must submit a copy of your homeowner's insurance within at least \$500,000 or more in general liability.
- GSVSC is not responsible for insurance claims with backyard camping. Should an accident or incident occur, the Homeowner's Insurance is the primary provider for **any and all claims**.

Emergency Contact

Name of the **emergency contact person (not participating in the trip.)** This should be a person not attending the activity/trip (staying at home and available to respond if there's an emergency) so they can put your emergency plan in place. The contact must have the names and phone numbers of girls' parents/guardians, phone numbers where you can be reached, and a copy of the Council's Emergency Procedures (#1088).

Name:	
Phone number:	This number is for: <input type="checkbox"/> Cell <input type="checkbox"/> Home
E-mail address:	

Service Unit Information

Name of Service Unit:	SU Team Leader's Name:
SU Team Leader's E-mail address:	

Activity/Trip Leader and Participants

Activity/Trip Leader:		
Activity/Trip Leader's Primary phone number:	This number is for: <input type="checkbox"/> Cell <input type="checkbox"/> Home	
Activity/Trip Leader's E-mail address:		
Troop/group number:	Service Unit (County):	Grade level:
Activity Name or Trip Destination:		
Date of departure:	Date of return:	

Legal Name of all adults present during all activities or trips (per Council Policy A5) (add page if necessary):

Legal Name of all youth (including family tag-a-longs) present during all activities or trips (add page if necessary):

Transportation

Forms of transportation: Personal Renting/leasing Public

Car/Truck/SUV High-capacity Van Bus Train Plane Cruise ship

Total number of vehicles:

If a charter bus, name of Charter Bus Company: _____ Charter Bus website: _____

If a high-capacity van, is it a 12 or 15-passenger van?
 Year of van: _____ Make and Model of Van: _____

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Girl Scout Outcomes

Trips and activities should be designed to build girls of courage, confidence, and character, who make the world a better place. At Girl Scouts, guided by supportive adults and peers, girls develop their leadership potential through age-appropriate activities that enable them to discover their values, skills, and the world around them; connect with others in a multicultural environment; and take action to make a difference in their world. These activities are designed to be girl led, cooperative, and hands-on—processes that create high-quality experiences conducive to learning. Please check all that apply.

- This activity/trip enables girls to ...
- Strong sense of self
 - Positive values
 - Challenge seeking
 - Healthy relationships
 - Community problem solving

Activity/Trip Descriptions

Briefly describe activities and/or trip plans:

Provide a detailed itinerary. By date, list detailed activities (like swimming, ziplining, etc.), lodging plans, points of interest or events, and the corresponding phone numbers (add page if necessary):

Date	Activities, Lodging, Point of Interest, Event, etc.	City, State	Phone Number

List all Vendors or Outfitters being utilized for activities and/or trips:

Date	Activity	Vendor/Outfitter	City, State	Website	Phone Number

Required training for activities and trips. (This must be uploaded to gsLearn in order to process this request):

First aider* is: <input type="checkbox"/> general First Aider <input type="checkbox"/> an advanced First Aider (Physician, Physician's Assistant, Nurse Practitioner, RN, EMT, etc.)	
Name of volunteer with CPR/AED*:	Expiration date of CPR/AED:
Name of volunteer with First Aid training:	Expiration date First Aid training:
Types of first aid training: <input type="checkbox"/> Adult First Aid <input type="checkbox"/> Child/Pediatrics First Aid	
Name of volunteer with Wilderness Training (WFA or WFR):	Expiration date of WFA/WFR:
Types of Wilderness Training: <input type="checkbox"/> Wilderness First Aid (WFA) <input type="checkbox"/> Wilderness First Responder	
Name of volunteer with GS 102 Finance Training:	Date of training (MM/DD/YY):
Name of adult with GS 201 Trips & Overnights training:	Date of training (MM/DD/YY):
Name of volunteer with GS 202 Day Hike training:	Date of training (MM/DD/YY):
Name of volunteer with GS 203 International trip training:	Date of training (MM/DD/YY):
Name of International Trip mentor (if applicable):	
Name of volunteer with GS 301A Outdoor Education Planning training:	Date of training (MM/DD/YY):
Name of volunteer with GS 301B Outdoor Education Overnight training:	Date of training (MM/DD/YY):
Name of volunteer with GS 302A Backpacking Planning training:	Date of training (MM/DD/YY):
Name of volunteer with GS 302B Backpacking Overnight Training:	Date of training (MM/DD/YY):
Name of volunteer with Level I Archery certification:	Date of training (MM/DD/YY):
Name of volunteer with level I Tomahawk/Hatchet training:	Date of training (MM/DD/YY):

***The Activity/Trip Leader may NOT be the First Aider.**

High adventure activities and/or trips require various training and certifications. A volunteer must hold the current certification to lead high adventure activities and/trips. A copy of certifications is to be uploaded into External Achievements in gsLearn for verification. For example, lifeguards, paddling sports, archery, etc. List volunteers and certifications below (add page if necessary):

Date of Training	Date of Expiration	High Adventure Activity (kayaking, paddling, etc.)	Volunteer's Name	Type of Certification	Phone Number

Signature of person completing form:

“By entering my name below, I attest that the required safety protocols for the activities and/or trip have been met and that the application is accurate and complete to the best of my ability.”

Signature:	Date:
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For Council Use Only:

This gives permission to Troop _____ to go to _____ on (date) _____.

Program Staff signature:	Date:
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If the trip is international or out of the continental United States, Senior Leadership Staff (COO or Chief of Volunteer Experience) must sign.

Senior Leadership signature:	Date:
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