

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

P1 - Troops/groups must have written permission from a council-authorized volunteer or employee to participate in the following activities:

- a. activities that involve travel outside the community
- b. camping activities, including backyard camping and camping at facilities not owned by the council
- c. programs that include human sexuality and related health issues
- d. activities that present a greater risk than usual to participants

An authorized service unit representative signature is needed for all of the above regardless of who is organizing the trip/activity. Applications will be forwarded by the authorized service unit representative for additional approval needed for out-of-council and out-of-country trips. Please see the final page of this document for more detailed information including when the application must be submitted in order for the troop/group to receive the required approval.

A TRIP IS NOT APPROVED UNTIL WRITTEN APPROVAL IS RECEIVED.

Troop/group number:		Service unit:		Grade level:	
Troop/group leaders accompanying girls:					
Address:					
City:		State:		Zip:	
Day phone number: - -		Evening phone number: - -			
Email address:					
Number of registered girl members attending:					
Number of siblings attending: Female:		Male:		Number of adults attending: Female: Male:	
Form of transportation:			If a van, is it a 15-passenger van? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How many cars? Vans? Buses?					
Approximate number of persons per car:		Van:		Bus:	
Date of departure:			Time of departure:		
Date of return:			Time of return:		
Type of activity/trip: <input type="checkbox"/> Troop <input type="checkbox"/> Service unit <input type="checkbox"/> Adventurers <input type="checkbox"/> Council event <input type="checkbox"/> Cabin camping					

Itinerary: List below. A detailed itinerary including lodging addresses and phone numbers must be submitted. For points of interest and event locations, please include the date and place; addresses and phone numbers should be included when possible. If the itinerary is not complete at the time of application, an amended detailed itinerary must be submitted no later than two weeks prior to the trip/event.

Our main destination is:

A detailed itinerary is included below:

	Date	Place	Address	Phone Number
1				- -
2				- -
3				- -
4				- -
5				- -
6				- -

Purpose: How does this activity/trip incorporate the three leadership keys (discover, connect, and take action)?

What previous experience have participants had in the activities planned?

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Besides choosing the trip/event, how were the girls involved in the planning of this activity and/or trip?

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Qualified personnel:

Name of adult with Basic Troop Leadership training (The Journey Begins, Orientation to Girl Scouting, and On My Way):	
Dates of Basic Troop Leadership training:	
Name of first-aider attending:	Type of first aid training (level 1/level 2):
Expiration date for first aid training:	
Name of adult with CPR training:	Type of CPR training (adult/child/both):
Expiration date for CPR training:	
Name of adult with outdoor training (for camping):	Date of training:
Name of adult with hiker training:	Date of training:
Name of adult with backpacker training:	Date of training:
Name of adult with how to plan a group trip training:	Date of training:
Name of adult with how to plan an international trip training:	Date of training:

Qualified personnel needed for activities planned (waterfront, riding, etc.):

Name	Type of Certification	Date of Certification

Equipment: Verify if **specialized** equipment is indicated in *Safety-Wise* for this activity; describe what will be used and who will provide it.

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Emergency contact person not participating in the trip:

Name:		
Address:		
City:	State:	Zip:
Day phone number: - -	Evening phone number: - -	
Cell phone number: - -		

Checklist: Please ensure that all appropriate arrangements have been made to ensure the safety of the girls and adults. Below is a list to remind event/trip coordinators of various safety checkpoints. Please ensure that all necessary arrangements for your event/trip have been made and put an "X" in the box for each item that is completed.

PERMISSION AND HEALTH EXAMINATIONS

- Written permission has been obtained from parents/guardians.
- A complete health history has been signed by the parent/guardian for each child.
- For trips longer than three days, a record of a health examination given within 24 months of the trip has been obtained from each child.
- For sensitive issues, the Application for Council Permission for Programs That Include Human Sexuality (#2223) has been submitted and approved by the regional program development manager and the Guidelines for Programs That Include Human Sexuality (#2222) have been followed.
- For high-risk activities, all appropriate permissions have been obtained and guidelines followed.
- For travel to the Juliette Gordon Low Birthplace in Savannah, Georgia, the required reservations and additional approval have been obtained. (See *Safety-Wise* for additional details.)

LEADERSHIP

- Safety-Wise* standards for adult leadership in troops/groups have been met.
- Activities requiring adults to have specific certifications or skills should be directed by those adults who meet the qualifications. (See *Safety-Wise* activity checkpoints.)

TRANSPORTATION

- Vehicle inspection, insurance, and licenses have been verified.
- The troop/group leader has read and followed Procedures for Volunteers Using Vehicles in Girl Scouting (#2263).
- All drivers are adults with valid driver's licenses and insurance and have signed a copy of the "Safe Driver Pledge" found in *Safety-Wise*.
- Program standards 25, 26, and 27 in *Safety-Wise* have been met.
- Copies of contracts for leased/hired vehicles have been sent to the resources specialist at council headquarters.
- Charter bus companies used to provide transportation for the trip are on the list of council-approved charter bus companies. Call the Girl Scout service center or the council headquarters or go to our website (www.gsvsc.org) for the list of approved companies.

INSURANCE

- For trips longer than two nights and three days, additional accident insurance arrangements have been made with the resources specialist FOUR WEEKS IN ADVANCE OF THE TRIP (540-777-5103 or 800-542-5905, ext. 103). Please note that the cost of additional insurance is minimal, beginning at only 11 cents per person per day, depending on the extent of the trip.

ADVENTURE OUTFITTERS AND STABLES

- Any contract/hold harmless agreement required for the whole group has been sent to the council office for a signature/review.
- The provider is on the list of council-approved adventure outfitters or stables. Call the Girl Scout service center or the council headquarters or go to our website (www.gsvsc.org) for the list of approved outfitters or stables.
- If the provider is not on the approved list, contact the director of outdoor program. If you are aware that the provider is approved by another council, be sure to share that information with the director of outdoor program. Please note that a minimum of six weeks is required to process the approval of an adventure outfitter or stable.

EMERGENCY PROCEDURES

- The troop/group leader has reviewed the section on emergency procedures in *Safety-Wise*.
- The troop/group leader has a copy of and has read the Emergency Procedures (#1088).
- The emergency contact person 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, passport numbers, and parents' names, addresses, and emergency phone numbers is attached.

CABIN CAMPING

- I understand that all participants must sleep in a 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 light or maintain campfires.
- I have read the Program Centers Manual (#2164) and council policies and agree to abide by all policies and procedures.
- I understand that we may cook outdoors or have a campfire **only** if a person with current GSVSC Outdoor Education training is available to supervise those activities.

Signature of person completing form:

By signing below, I attest that the required safety protocols for the trip/event have been met and that the application is accurate and complete to the best of my ability.

Signature:	Date:
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Approvals required:

IN-COUNCIL ACTIVITIES/TRIPS/CAMPING (two weeks **before** trip occurs)

Authorized service unit representative signature:	Date:
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OUT-OF-COUNCIL ACTIVITIES/TRIPS/CAMPING (four weeks **before** trip occurs)

Authorized service unit representative signature:	Date:
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Regional membership manager signature:	Date:
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OUT-OF-COUNTRY TRIPS/CAMPING (eight weeks **before** trip occurs)

Authorized service unit representative signature:	Date:
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Regional membership manager signature:	Date:
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Director of program services signature:	Date:
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