



- **Trip/Activity Approval Form**

A completed Trip/Activity Approval Form is required for all overnight trips including international trips, trips involving the use of rented/borrowed/chartered vehicles and activities which require Council approval. Trip/Activity Approval Forms must be submitted three (3) weeks prior to the trip, and eight (8) weeks prior for international trips. All trips must be approved by your Volunteer Support Specialist. For trips lasting more than two [2] nights additional insurance MUST be purchased. To obtain insurance coverage, submit a completed Extra Insurance Request Form with payment information (minimum premium is \$5), your trip itinerary, and list of participants, at least three (3) weeks prior to your trip. Insurance forms are available at any Service Center and online at www.gsesc.org. An email confirmation will be sent upon receipt of the form and an approval/denial email will be sent closer to the date of the trip. Please check our website for the most recent COVID-19 updates and guidelines for Trips and Activities.

- **Troop Number ***

- **Service Unit Number ***

- **Co-Leader's Name ***

First Name Last Name

- **Co-Leader's Phone Number ***

-
Area Code Phone Number

- **Co-Leader's Email ***

example@example.com

- **Emergency Contact's Name of person staying behind ***

First Name Last Name

- **Emergency Contact's Email ***

example@example.com

- **Emergency Contact's Cell Phone**

Number * -
Area Code Phone Number

TRIP DETAILS

- Destination *
- Number of Girls*
- Number of Adults *
- Type of Accomodations *
- Beginning Date of Trip *

Date

- Ending Date of Trip *

Date

- Type of Transportation *

**Flight

**Train

**Bus

**Ship

Private Vehicle

Parent drop off/Pickup

Recreational Vehicle

Troop rented or chartered vehicle (**Note: Corporate Account with Enterprise #XZ26618)

Other

- ****If chartering a bus, please attach the "Bus Service Agreement"**
- ****If using a borrowed or chartered vehicle a Certificate of Liability Insurance must be submitted**
- ****Attach copy of itinerary if needed**
- **Is Extra Insurance required for your Trip? (spend more than 2 nights, International Trip, or non-Girl Scouts attending)**
 - Yes
 - No
- **If Extra Insurance is needed attach Extra Insurance Request**

Driver Information

Please list all drivers who will be transporting Girls.

- **Driver's Name**

First Name

Last Name

- **1st Driver's License Issuing state and number**

- **Automobile Insurance Policy #/Carrier**

- **Insurance Company's Number**

-

Area Code

Phone Number

- **2nd Driver's Name**

First Name

Last Name

- **Driver's License Issuing state and number**

- **Automobile Insurance Policy #/Carrier**

- **Insurance Company's Number**

-

Area Code

Phone Number

- **3rd Driver's Name**

First Name

Last Name

- **Driver's License Issuing state and number**

- **Automobile Insurance Policy #/Carrier**

- **Insurance Company's Number**

-

Area Code

Phone Number

Girl Scout Training

Troops are required to have two trained adults accompanying ALL the trips.

- **1st trained Adult: First Steps for New Co-Leaders, Successful Leader Learning Series, and Child Abuse Awareness and Prevention Training ***

First Name

Last Name

- **2nd trained Adult: First Step for New Co-Leaders, Successful Leader Learning Series, and Child Abuse Awareness and Prevention Training***

First Name

Last Name

- **Certified CPR & First-Aider: ***

First Name

Last Name

- **Troop Camper (if applicable)**

First Name

Last Name

- **Planning Trips with Girls: ***

First Name

Last Name

- **Certified Lifeguard (if swimming)**

First Name

Last Name

Activity Information

Please check the Safety Activity Checkpoints (SAC) for special certifications that may be needed depending on the Activities.

- **Has Safety-Wise Chapter IV in VE been reviewed to ensure all requirements for health and safety will be met? ***

Yes No

- **Attach copy of special certifications if needed for above Activities:**

- **Which Activities will your Troop participate in (check all that apply)**

Air/BB Gun: B/J/C/S/A

Fishing and Ice Fishing: D/B/J/C/S/A

Sailing: B/J/C/S/A

Aquatic Bounce House: B/J/C/S/A

Hayrides: D/B/J/C/S/A

Scuba Diving: C/S/A

Aquatic Climbing Wall: J/C/S/A

Horseback Riding: D/B/J/C/S/A

Segway: C/S/A

Archery: B/J/C/S/A

Indoor Skydiving: J/C/S/A

Slingshot: D/B/J/C/S/A

Ax/Hatchet Throwing: C/S/A

Knife Throwing: C/S/A

Snorkeling: J/C/S/A

3-D Archery: J/C/S/A

Log Rolling: B/J/C/S/A

Snowshoeing: D/B/J/C/S/A

Backpacking: J/C/S/A

Camping: *D/B/J/C/S/A *See Safety Activity Checkpoints (SAC) for details

Canoeing: *D/B/J/C/S/A *See Safety Activity Checkpoints (SAC) for details

Challenge Courses: *D/*B/J/C/S/A *See Safety Activity Checkpoints (SAC) for details

Climbing and Rappelling: *D/*B/J/C/S/A *See Safety Activity Checkpoints (SAC) for details

Community Cleanup: D/B/J/C/S/A

Spelunking/Caving: J/C/S/A

Corcl Board: B/J/C/S/A

Standup Paddle Boarding: J/C/S/A

Cross Country Skiing: *D/B/J/C/S/A*See Safety Activity Checkpoints (SAC) for details

Downhill Skiing and Snowboarding: D/B/J/C/S/A

Zip Lining: *B/J/C/S/A

Go-Carts: *J/C/S/A*See Safety Activity Checkpoints (SAC) for details

Tubing: J/C/S/A

Kayaking: *B/J/C/S/A *See Safety Activity Checkpoints (SAC) for details

Surfing: J/C/S/A

Log Rolling: B/J/C/S/A

Muzzle Loading: *C/S/A *See Safety Activity Checkpoints (SAC) for details

Offshore Water/Large Passenger Vessels: D/B/J/C/S/A

Pistol: *S/A *See Safety Activity Checkpoints (SAC) for details

Pocket Knife and Jackknife Safety: *D/B/J/C/S/A*See Safety Activity Checkpoints (SAC) for details

Recreational Tree Climbing: J/C/S/A

Rifle:*C/S/A *See Safety Activity Checkpoints (SAC) for details

Rocketry/Model Rocketry: J/C/S/A

Row Boating: *D/B/J/C/S/A *See Safety Activity Checkpoints (SAC) for details

Shotgun - Trap/Skeet Shooting: *C/S/A *See Safety Activity Checkpoints (SAC) for details

Whitewater Rafting: *B/*J/C/S/A *See Safety Activity Checkpoints (SAC) for details

Sledding, Tobogganing, and Snow Tubing: D/B/J/C/S/A

Windsurfing/Sail Boarding: J/C/S/A

Waterskiing/Wakeboarding: J/C/S/A

Tethered Balloon Rides: J/C/S/A

Target Paintball: B/J/C/S/A

Swimming: D/B/J/C/S/A

- **Have Permission Slips been received for every Girl participating in this Trip/Activity? ***

Yes No

- **Are Health History Forms on file with Co-Leaders for every Girl?***

Yes No

