Girl Scouts of Eastern South Carolina

Multiple Troop Event Approval Form

Form 1

This form has two parts. The Event Coordinator should complete Form 1 only. Participating troops should fill out Form 2 only. A completed Multiple Troop Event Approval Form is required for all events involving out-of-council, overnight, extended-stay trips or trips involving the use of rented/borrowed/chartered vehicles only. Submit three (3) weeks prior to the event, four (4) weeks if additional insurance is required. Events must be approved by the Volunteer Services 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, your trip itinerary, and a check made payable to GSESC (minimum premium is $5) at least four [4] weeks prior to your event. All forms must be submitted to: Girl Scouts of Eastern South Carolina, North Charleston Service Center, 7951 Dorchester Road, North Charleston, SC 29418 Fax 843.552.6221.

Date_____Service Unit _____Event Name _____# of Girls_____# of Adults_____

List the participating Troop #s:

Event Coordinator _____Phone_____Email _____

Destination_____

Beginning Date of Trip _____Ending Date of Trip _____

Overnight accommodations: Place_____Phone#_____

Type of Transportation

- ❑ *If vehicle is borrowed or chartered a Certificate of Liability Insurance must be attached for approval.*

- ❑ Flight, Train, Bus, and/or Ship *(attach copy of itinerary)*
- ❑ Recreational vehicle
- ❑ Troop rented or chartered vehicle (**Note:** A council representative is required to sign any contract.)
- ❑ Private vehicle(s)
- ❑ Parent Drop-off & Pick-up
- ❑ Other:_____

Driver's Names ***Driver's License #*** ***Automobile Insurance Policy #/Carrier/Telephone #***

_____

_____

Event CPR & First-Aider_____Phone#_____

Certified Lifeguard (if swimming) _____Phone#_____

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

Have Permission Slips been received for every girl participating in this trip? ___Yes ____No

Did you have girls participate in planning this event?

Discuss how girls participated in the planning of this trip.

Event Coordinator Signature _____Date _____

*****Disclaimer: Trip or Multiple Troop Event Approval Forms must be approved by Girl Scouts of Eastern South Carolina. Failure to submit a Trip or Multiple Troop Event Approval Form or if it has been denied, your trip or event will not be covered by Girl Scout insurance should an accident, injury or sickness occur and you may be personally liable.**

Girl Scouts of Eastern South Carolina

Multiple Troop Event - Troop Participant List

Form 2

Complete this form (one per troop) for all troops attending Multiple Troop Event. Troops complete this form only and submit to council **three (3) weeks prior to the event and four (4) weeks if additional insurance is required**. Forms must be submitted to: Girl Scouts of Eastern South Carolina, North Charleston Service Center, 7951 Dorchester Road, North Charleston, SC 29418 Fax 843.552.6221.

Troop # _____ **Event Name** _____ **Event Date** _____

(At least one Troop Camper is required for every camp site)

Troop Leader _____ Phone/Email _____

Check all that apply:
❑ Troop Camper ❑ Planning Trips w/Girls ❑ Certified CPR ❑ Certified FA ❑ Child Abuse Awareness

Assistant Leader _____ Phone/Email _____

Check all that apply:
❑ Troop Camper ❑ Planning Trips w/Girls ❑ Certified CPR ❑ Certified FA ❑ Child Abuse Awareness

Other Trained Adult _____ Phone/Email _____

Check all that apply:
❑ Troop Camper ❑ Planning Trips w/Girls ❑ Certified CPR ❑ Certified FA ❑ Child Abuse Awareness

Emergency Contact Name _____ Phone # _____

Address _____

Type of Transportation

❑ *If vehicle is borrowed or chartered a Certificate of Liability Insurance must be attached for approval.*

❑ Flight, Train, Bus, and/or Ship *(attach copy of itinerary)*
❑ Recreational vehicle
❑ Troop leased/rented vehicle (Note: A council representative is required to sign any contract.)
❑ Private vehicle(s)
❑ Parent Drop-off & Pick-up
❑ Other: _____

Driver's Names ***Driver's License #*** ***Automobile Insurance Policy #/Carrier/Telephone #***

_____

_____

Girls	*Adults*
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____

Leader's Signature _____ Date _____

*****Disclaimer: Trip or Multiple Troop Event Approval Forms must be approved by Girl Scouts of Eastern South Carolina. Failure to submit a Trip or Multiple Troop Event Approval Form or if it has been denied, your trip or event will not be covered by Girl Scout insurance should an accident, injury or sickness occur and you may be personally liable.**