FORMS

Girl Scouts of Eastern South Carolina
Event Registration Form---Troop

Event Name: _____

Date: _____ Time: _____

Service Unit: _____ Troop #: _____ Grade Level(s): _____

Leader's Name: _____

Best Contact Phone Number: _____ Email: _____

Mailing Address: _____

City, State, Zip: _____

Name of First Aider Attending: _____

How Do You Want to Receive Your Event Confirmation (circle one): Postal Mail E-mail

List names of all participants and indicate girls and adults with a "G" or an "A".

- Indicate for each girl the amount of Cookie Dough to be applied for this event.
- Indicate the amount of money enclosed for each participant.
- Indicate total fee enclosed for each participant and total columns.
- **If Leader is not attending event please place a star next to the adult who is the point of contact in the list below. Provide contact information for them as well.**

For Office Use: Date_____
Cash $_____ Check $_____
Credit Card $_____ Cookie Dough $ _____
Receipt # _____ Posted By _____

Registrations must be received in the North Charleston Service Center with payment and a minimum of two adults to be processed. Walk-ins will not be accepted. E-mails will not be accepted. Mail by registration deadline in event description to:

North Charleston Service Center
7951 Dorchester Road
North Charleston, SC 29418

EVENT PARTICIPANTS (use back of form for additional names if needed)

Girl or Adult	Girl's Grade	Names of Girls & Adults Attending	Cookie Dough to be Applied	Amount of Money Enclosed	Total Fee Enclosed	For Office Use Only
		1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
		9.				
		10.				
		TOTALS	$	$	$	

_____# of girl Girl Scouts attending Total Amount Enclosed $_____*(Cookie Dough/Cash/Check/)*

_____# of adult Girl Scouts attending Credit Card (circle) Visa MasterCard

_____ TOTAL # participants Card # _____

Expiration Date: _____ 3 or 4 digit code on back of card:_____ Amount to charge $_____

Please use the reserve side of this form to include any information we need to know about your troop. If using Cookie Dough please include the last four digits on each card being used. Please write this information on the back of this sheet.

I understand that the event fee(s) are non-refundable and all persons attending must be registered members of Girl Scouts of the USA.

Signature:_____Date: _____

Girl Scouts of Eastern South Carolina
Event Registration Form---Individual

girl scouts

This registration form is used for any event which an **individual girl** wishes to register for. The girl may be registered as a Girl Scout Juliette or be a member of a troop. Individual girls may attend/participate in Girl Scout events if a parent or guardian attends with them, unless otherwise stated. The parent/guardian must be a registered Girl Scout adult.

Event Name: _____

Date of Event: _____ Time of Event: _____

Girl's Name: _____ Age: _____

Phone: _____ Grade Level: D B J C S A

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

How would you like to receive your confirmation? Postal Mail E-mail

Registered as a member of Troop # _____ or as a Girl Scout Juliette member _____

A registered Girl Scout adult parent/guardian must accompany an individual Girl Scout to an event.

Name of adult attending the event: _____

Is the contact information for the adult the same as for the girl? Yes No

If no, please list contact information: _____

_____

Girl Event Fee: _____ Adult Event Fee: _____ Total Included: _____

Please Circle Payment Type Cash Check Credit Card

Credit Card #_____ Exp. Date _____ Security Code (3 or 4 digits on back of card) _____

Registrations must be received in the North Charleston Service Center with payment. Walk-ins will not be accepted. E-mails will not be accepted. Mail by registration deadline posted in event description to: **North Charleston Service Center, 7951 Dorchester Road, North Charleston, SC 29418.**

Please use the reserve side of this form to include any information we need to know about your girl. If using Cookie Dough please include the last four digits on each card being used. Please write this information on the back of this sheet.

I understand that the event fee(s) are non-refundable and all persons attending must be registered members of Girl Scouts of the USA.

Signature: _____ Date: _____

For Office Use: Date_____Receipt # _____ Posted By _____

Cash $_____ Check $_____ Credit Card $_____ Cookie Dough $ _____

Processing Trip Approval Forms and Multiple Troop Event Approval Forms

1. The form must be filled out completely.
2. Always include a list of all the girls and adults participating in the event or attending the trip. A participant is defined as anyone (girl or adult) attending or transporting girls other than their own to and/or from any event. In this case, all the girls and adults must be registered. Registrations must be delivered to any Service Center or your Field Director.
3. For adult/girl ratios check *Safety-Wise* Chapter IV in Volunteer Essentials. Note: Multiple troop events require 2 trained adults per grade level.
4. Only the **Troop Leader's Name (01)** should appear at the top of the form where indicated.
5. The **Emergency contact** is someone who is NOT going on the trip. Please give their name, address and phone number. (Note: The emergency contact should have a list of telephone numbers for all the girls' parents or alternate adult if the parent is attending the event).
6. **For trips lasting more than two [2] nights additional insurance MUST be purchased**. To obtain insurance coverage, submit an Extra Insurance Request Form, your trip itinerary and a troop check made payable to GSESC (minimum premium is $5) at least four [4] weeks prior to your trip.
7. If the vehicle is borrowed or chartered a copy of the **Certificate of Liability Insurance and a copy of the driver's license** must be submitted. If renting or chartering a vehicle the troop can NOT sign the contract, **a council representative is required to sign any contract** and a copy of the contract must be submitted with the Trip or Multiple Troop Event Approval Form. Anyone transporting girls other than their own in private vehicles must be a **registered** adult Girl Scout, possess a current driver's license, and carry liability insurance coverage on their vehicle. Their name, license and insurance information should appear in '**driver's section'**.
8. A valid certified **CPR & First Aid person** must accompany each troop during travel to and from the event and for the <u>entire</u> trip. Submit a copy of both certification cards, if it is not already on file at the North Charleston Service Center.
9. Those troops using Doctors or Nurses should include a copy of their professional license with the Trip or Multiple Troop Event Approval Form. This will take the place of a CPR & FA person. (Note: For multiple troop events that will have a healthcare station, list the name of the lead healthcare person and the contact information in this section of each Trip or Multiple Troop Event Approval Form.)
10. If the trip or event involves swimming activities, submit the **Lifeguard and CPR & FA certifications for Professional Rescuer.**
11. Please review the *Activity Checkpoints* specific to the activity. Contact your local Service Center for any questions.
12. All troop activities that occur away from the normal meeting place require written parental permission. **Please do not send permission slips with this form. Keep permission slips with the troop's records.**

Additional information:

Troop Leaders and Assistant Troop Leaders need to have the following information on file at the North Charleston Service Center:

- Volunteer application, 3 references and current year's Job Agreement
- Copy of training card for leaders who began before 9/1/07 (if not available please contact the Volunteer Services Specialist)
- **Required** training includes:
  - Introduction to Girl Scouting (mandatory for leaders who began after 10/1/07)
  - Girl Scouting 101 online training
  - Leadership Essentials
  - Child Abuse Awareness and Prevention Training
  - Planning Trips with Girls
  - Troop Camping (if camping or dealing with open fire)
  - CPR & FA

*****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.**

Send Trip and Multiple Troop
Event Approval Forms to:
Girls Scouts of Eastern South Carolina c/o Volunteer Services Specialist
7951 Dorchester Road, North Charleston, SC 29418
843-552-9910 ext 233 or 843-552-6221(fax)
christinegordon@girlscoutsesc.org

Girl Scouts of Eastern South Carolina
Trip Approval Form

A completed Trip Approval Form is required for all trips involving out-of-council, overnight, extended-stay trips or trips involving the use of rented/borrowed/chartered vehicles. Trip Approval Forms must be submitted three (3) weeks prior to the trip, four (4) weeks if additional insurance is required and eight (8) weeks prior for international trips. All trips 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, list of participants, and a check made payable to GSESC (minimum premium is $5) at least four [4] weeks prior to your trip. Insurance forms are available at any Service Center, online, or in your Volunteer Essentials. All Trip Approval 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. An email confirmation will be sent to the Troop Leader upon receipt of the form and an approval/denial email will be sent closer to the date of the trip.

Type of Event *(check one):* ❑ Troop Outing ❑ Troop Outing Council Sponsored

Date_____Service Unit _____ Troop #_____# of Girls_____# of Adults_____

Leader's Name _____Email_____ Phone #_____

Address_____

Emergency Contact Name _____Phone #_____Cell #_____

Address_____

Destination _____Accommodations_____

Beginning Date of Trip _____Ending Date of Trip _____

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 #***

_____

_____

_____

Certified CPR & First-Aider _____Phone#_____

Troop Camper _____Phone# _____

Planning Trips w/Girls (non-camping trips) _____Phone# _____

Child Abuse Awareness _____Phone# _____

Certified Lifeguard (if swimming)_____ Phone# _____

Please list the name of the 2nd trained adult attending your trip._____

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

Discuss what girls will learn or what badge requirements will be met as a result of this trip.

Discuss how girls participated in the planning of this trip.

Leader's Signature_____Date _____

Girl Scouts of Eastern South Carolina

Trip Approval Form Participant List

Complete and attach this form to the Trip Approval Form.

Girls	Adults
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10._____
11. _____	11._____
12. _____	12._____
13. _____	13._____
14. _____	14._____
15. _____	15._____

Girl Scouts of Eastern South Carolina
North Charleston Service Center
Attn: Volunteer Services Specialist
7951 Dorchester Road
North Charleston, SC 29418
Phone: (800) 868-9911 ext. 233 Fax: (843) 552-6221
Email: christinegordon@girlscoutsesc.org

*****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.**