



Traveling Troop/Camping Approval Request Form*

Council approval is required for Girl Scout troops/groups doing activities that include travel farther than 75 miles from regular meeting place and/or overnight travel or camping.

Instructions

1. Consult the specific and universal checkpoints for basic guidelines and Girl Scout Program Standards to ensure that at all times the health, safety, and security of your group is being practiced. For activities with no checkpoints, you will need to check with your field executive and utilize the "Universal Checkpoint" section to determine if the activity is suitable and safe for your group.
2. **Complete the following approval request form and return it to your field executive at the address listed below three weeks prior to travel.**
3. Obtain written permission forms from a parent or legal guardian before departure.
4. You will receive this form back by mail with a notification of its approval status.

* Use the Site Reservation Request Form to reserve council owned/operated facilities.

SECTION A		GIRL SCOUT TROOP/GROUP INFORMATION	
Troop/Group #:	_____	Service Unit:	_____
Troop/Group Age Level:	<input type="checkbox"/> Daisy <input type="checkbox"/> Brownie <input type="checkbox"/> Junior <input type="checkbox"/> Cadette <input type="checkbox"/> Senior		
Name of Troop/Group Leader(s) who have attended Leader Orientation and Age Level Training:			

Anticipated Number of Participants in this activity:	Girls: _____	Adults: _____	
Leader/Trip Coordinator: _____			
Address:	_____	City: _____	State: _____ Zip _____
Phone: (H)	_____	(W)	_____
E-mail Address:	_____	Cell Phone (Optional):	_____
Best time and way to be reached: _____			

SECTION B		TRAVEL INFORMATION	
Date of Travel: From	_____	To	_____
Destination: _____			
Brief description of activity(ies) girls will be engaged in _____			

Mode of Transportation: _____			

Travel Planning and Preparation Checklist

We have:

- Reviewed the specific activity checkpoints for this trip, or sought advice from our field executive – because the activity was not listed in the activity checkpoints in *Safety-Wise*.
- Reviewed the procedures and guidelines and tips on trip planning in *Safety-Wise*.
- Made realistic, detailed plans and budget. Personal and group expenses have been defined.
- Established group conduct expectations and safety precautions and procedures.
- Confirmed the participation of the proper number of adult chaperones who have accepted the responsibilities of this trip.
- For trips of three nights or more, obtained insurance coverage for the entire trip through the council.
- Followed council procedures for getting contracts signed and chartering, renting or borrowing vehicles. (See Council Guide)
- Provided a copy of the council's Major Emergency Procedures card to each adult chaperone.
- Our complete, written itinerary, including telephone numbers and addresses will be given to the girls, their families, the council office, and the emergency contact person prior to departure.

If camping on an "other than council owned" site, please provide the following information:

Name of Site: _____ Address _____ Phone _____

Who operates the site? _____ Is it licensed by the city/state? _____

Have you visited the site? _____

If so, please check all that apply: _____ Safe Drinking Water. _____ 1 toilet/20 campers – with handwashing facilities. _____ Separate sleeping accommodations and bathroom available for men if attending.

_____ No hazardous or potentially dangerous areas nearby.

Documentation of Required Certifications: Note all that apply to your outing. (See Safety-Wise)

This outing requires a ___ Level I or ___ Level II Certified First Aider.

Our First Aider is: _____

If documentation is not already on file at the Girl Scout Service Center, submit documentation along with this form.

This outing also requires a certified adult _____.

Please list the name of the person, their certification, and if documentation is not already on file at the Girl Scout Service Center, submit documentation along with this form.

Documentation of Trained, Qualified Adult Supervision

Camping: Please check which description best matches your camping plans and note who has attended at least the minimum appropriate training.

___ We will be sleeping indoors, and using an indoor kitchen (stove/oven) to prepare all of our food. There will be no fire building or outdoor cooking. Minimum Training Option: Group Camping 101. Trained adult _____.

___ We will be sleeping indoors, but we be making a campfire and/or cooking some meals outside over an open fire. Minimum Training Option: Group Camping 102. Trained adult _____.

___ We will be sleeping in tents, or using a facility where the sleeping area, kitchen/dining area, and bathrooms are detached, and/or we will be having a campfire or cooking at least some of our meals outside over an open fire. Minimum Training Option: Group Camping 104 or 105. Trained adult _____.

___ We are going primitive camping – where there are no established latrines or fireplaces. Minimum Training Option: Group Camping 205. Trained adult _____.

If the person teaching and supervising the experience has comparable experience or training, they should submit the Adult Camping Comparable Experience Verification form available at the Girl Scout Service Center.

Traveling Troop:

List name and phone # of adult who has attended one of our Girl Scout Traveling Troop training sessions:

Adult Drivers: Our council requires that adults transporting girls in private or rented cars/vans should be age 21 or older. They should be properly licensed and carry at least the minimum insurance as required by the state.

If you are chartering, renting or borrowing vehicles, where the driver is provided: see Council Guide

If you are depending on parents or other volunteers, using their own or rented vehicles, please provide the following information:

Name (as it appears on driver's license): _____ State of Issue _____

Driver's License # _____ Name of Auto Insurance Co. _____

Name (as it appears on driver's license): _____ State of Issue _____

Driver's License # _____ Name of Auto Insurance Co. _____

Name (as it appears on driver's license): _____ State of Issue _____

Driver's License # _____ Name of Auto Insurance Co. _____

BACK HOME EMERGENCY CONTACT

The following person will know where our troop is during our travel and is the person who should be contacted in case of emergency:

Name _____ Phone (H) _____ (W) _____ Cell _____

Address: _____

The information provided above is true and as complete as is possible at this time. I understand that I will need to submit any missing required documentation to the council, and that I must obtain written parent permission prior to departure.

We have received Leader Orientation and Age Level Training and are taking steps to involve girls in the planning. We agree that we will strive to meet the program, health, safety and security guidelines as written in Safety-Wise, and abide by Girl Scout policies.

Signature of Girl Scout Leader/Trip Coordinator _____ Date _____

COUNCIL USE

Date received: _____

Log of Communication about Outstanding Information:

Additional Comments: _____

Date Approved: _____ and mailed back to Girl Scout leader/trip coordinator.

Date Approval Notification/Documentation forwarded to Council Owned Site Reservation Desk: _____

Field Executive's Signature