



## TROOP TRIP APPLICATION/SERVICE UNIT EVENT FORM

DATE: \_\_\_\_\_

**For troop trips:**

This form is to be filled out completely and submitted to the Service Unit at least 2 to 6 weeks prior to a trip, depending on the scope of the trip. No deposits are to be put on any trip until approval has been received from the Service Unit.

1. Trips that require any overnight stay.
2. Trip outside the State of New Jersey (even if a day trip).
3. Trips in which leased vehicles (buses, vans, etc.) will be used.
4. Trips to other countries must be submitted at least 6 months in advance to the nearest Service Center.

**For Service Unit Event or Trip:**

1. Service Unit Event Coordinator for any Service Unit event or trip must complete this form. To be used when girls are attending a Service Unit event as a troop, an individual or with a family or parent.
2. This form must be in to Council at least two weeks before the event or trip. Please forward to your nearest Service Center.

**SECTION 1: Type of Activity: (check one)**

- Troop trip     Service Unit Day Trip     Service Unit Sensitive Issues Program Name \_\_\_\_\_
- Service Unit Simple Overnight Trip (1 or 2 nights) camping     Service Unit Simple Overnight Trip (1 or 2 nights) Non-Camping
- Service Unit Extended Overnight Trip (3 or more nights)

Troop Number: \_\_\_\_\_ Program Level: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Leader or Event/Trip Coordinator Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town/City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ Phone (Evening): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of Girls Attending: \_\_\_\_\_ Number of Adults Attending: \_\_\_\_\_ Number of Non-GS Children: \_\_\_\_\_ Number of Non-GS Adults: \_\_\_\_\_

Destination: \_\_\_\_\_ Address: \_\_\_\_\_

Activity: \_\_\_\_\_

Departure Date/Time: \_\_\_/\_\_\_/\_\_\_ \_\_\_:\_\_\_ AM/PM      Return Date/Time: \_\_\_/\_\_\_/\_\_\_ \_\_\_:\_\_\_ AM/PM

Number of Days/Nights: \_\_\_\_\_ Days \_\_\_\_\_ Nights (Trips of more than 2 nights require additional GSUSA insurance).

**For Extended and International trips, please attach a copy of your proposed itinerary, including dates, daily activities, location of lodging, and mode of transportation.**

**SECTION 2: Budget A budget should be developed with girl input that will enable every girl to participate.**

If an additional money earning project is needed (other than Product Program), please submit an *Application for Money Raising Event/Activity* to your Service Unit Manager one month prior to your money raising activity.

**SECTION 3: Transportation**

- Meeting at event     Private vehicle-car pool     Public transportation (train, plane, bus)
- Chartered/rented vehicle (bus, van, car) (*Hired and Leased Vehicle* form must be completed & attached.)

**A. If traveling by private vehicles(car pool): Person in charge of event must sign below that she/he will check to make sure all drivers are at least 21 years old, have a valid driver's license, all vehicles have the appropriate amount of seat belts and/or car seats, and the car is insured.**

\_\_\_\_\_  
Sign - signature of approved leader of event/trip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name- approved leader of event/trip

B. If traveling by rented vehicles (car, van, bus, etc.), you must contact a GSCSNJ Service Center (1-800-582-7692) for information on all contracts (**all contracts for any Girl Scout activities may only be signed by the CEO or her staff designee, except car rentals within the United States which have to be signed at destination by renter**) and purchase the extra insurance coverage necessary from the rental company. Renter cannot opt-out of rental insurance in favor of using the coverage from their personal auto insurance. Hired and Leased Vehicles Form must be completed.

**SECTION 4: Insurance**

- Additional insurance is required for any trip of more than two nights. Also, if non-Girl Scouts are **participating**, additional insurance must be purchased for them. Contact the Newfield Service Center (1-800-582-7692) for current insurance costs. **This coverage must be applied and paid for at least 4 weeks prior to the trip.**
- There are some trips or activities for which the Council requires proof of liability insurance from facilities (non-Girl Scout) prior to trip approval. If the facility is not a pre-approved site, please contact a GSCSNJ Service Center (1-800-582-7692) for information.

**SECTION 5: Health and Safety**

A. First Aider (please review Safety Check Points to determine if a First Aider is needed- First Aider must have current Adult/Child CPR and First Aid Certifications)

Name: \_\_\_\_\_ Type of Certification: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

B. Troop or Service Unit Emergency Contact Person Not Traveling With the Troop: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell/Beeper: \_\_\_\_\_

**NOTE:** The Emergency Contact Person must be given a completed **Troop or Service Unit Member Roster** prior to the date of the trip.

C. Will the girls be participating in any activity that requires the presence of an adult certified for that activity? This could include archery, rope courses, horseback riding, boating or swimming (including hotel pools). Refer to **Safety Checkpoints** for standards for all activities that are planned.

Does the facility provide the required certified adult(s)?

Activity: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

Activity: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

Activity: \_\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_

If you are providing the certified adult(s), including lifeguards, please list below. Please attach copy of certification card to Troop Trip Application.

ACTIVITY	NAME	TYPE OF CERTIFICATION	EXPIRATION DATE

D. If camping, please list Camp Certified Adult(s). For overnights, please list Overnight Adventure certified adult:

NAME	TYPE OF CERTIFICATION	DATE OF TRAINING/RE-CERTIFICATION

**NOTE:** The Camp Certified Adult cannot be the same person as the First Aider.

**SECTION 6:** I have read the necessary Safety Checkpoints and have followed the appropriate safety standards for the activities planned in developing this trip. I understand that this trip may not be approved if all trip planning procedures and safety standards have not been met.

\_\_\_\_\_  
Leaders or Event/Trip Coordinator's Signature

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Date

<p><b>COMMENTS:</b></p> <p>_____</p> <p>Authorized Signature (SUM or designee)</p> <p>_____</p> <p>Authorized Signature (Council Staff)</p>	<p><b>APPROVED:</b>            <input type="radio"/> YES            <input type="radio"/> NO</p>
	<p>____ / ____ / ____ Date</p>
	<p>____ / ____ / ____ Date</p>
	<p>9/2011 LW</p>

## Girl Scout Safety Guidelines

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we demonstrate that by agreeing to follow these standards at all times. (**Note:** See *Volunteer Essentials* for details on each standard.)

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls (as grade-level appropriate) before engaging in activities with girls.
2. **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.
3. **Get parent/guardian permission.** When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.
4. **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.
5. **Be prepared for emergencies.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families.
6. **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
7. **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Men can not sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
8. **Role-model the right behavior.** Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls.
9. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
10. **Ensure that no girl is treated differently.** Girl Scouts welcome all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
11. **Promote online safety.** Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group Web sites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Online Safety Pledge (at [www.girlscouts.org/help/internet\\_safety\\_pledge.asp](http://www.girlscouts.org/help/internet_safety_pledge.asp)) and have them commit to it.
12. **Keep girls safe during fundraising.** Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts.