

## GUIDELINES FOR TROOP TRIPS

Troop Trip Form should be completed on line at <https://gscsnj.wufoo.com/forms/gscsnj-troop-trip-form/>

Troop leaders are reminded to conduct trips consistent with all GSCSNJ rules, regulations, and policies. These can be found on our website under the forms tab in Volunteer Essentials, Safety Activity Checkpoints, and Council Policies. Leaders are expected to review these requirements before planning a trip and adhere to them during the trip. **Permission from parents/guardians is required to take girls on any trip.**

TYPE OF TRIP	PROCEDURES	DEADLINE FOR APPROVAL
Day Trips	<ul style="list-style-type: none"> <li>• Discuss trip ideas/activities with girls.</li> <li>• Review the Safety Activity Checkpoints and Volunteer Essentials for the activities involved</li> <li>• Plan 2 Insurance is available</li> <li>• All adult chaperones must be registered and background checked</li> <li>• Record trip in VTK year plan</li> </ul>	No approval required.
Overnights 1 – 2 night	<ul style="list-style-type: none"> <li>• Discuss trip ideas/activities with girls.</li> <li>• Review the Safety Activity Checkpoints and Volunteer Essentials for the activities involved</li> <li>• Plan 2 Insurance is available</li> <li>• All adult chaperones must be registered and background checked</li> <li>• Record trip in VTK year plan</li> </ul>	No approval required.
Trips of 3 nights or more	<ul style="list-style-type: none"> <li>• Discuss trip ideas/activities with girls.</li> <li>• Review Safety Activity Checkpoints and Volunteer Essentials for the activities involved</li> <li>• Complete and submit Troop Trip Form online</li> <li>• Plan 2 Insurance is available</li> <li>• All adult chaperones must be registered and background checked</li> <li>• Record trip in VTK year plan</li> </ul>	Complete online form 4 weeks prior to travel dates.
International Travel	<ul style="list-style-type: none"> <li>• Discuss trip ideas/activities with girls.</li> <li>• Review the Safety Activity Checkpoints and Volunteer Essentials for activities involved</li> <li>• Contact council for details on planning international travel</li> <li>• Complete and submit Troop Trip Form online</li> <li>• Plan 3PI Insurance is available</li> <li>• All adult chaperones must be registered and background checked</li> <li>• Record trip in VTK year plan</li> </ul>	Complete online form 6 months prior to travel date. It is suggested to start planning 1 year prior to trip.
Troop meetings in homes	<ul style="list-style-type: none"> <li>• Review requirements to meet at home and apply for permission <a href="https://www.gscsnj.org/en/for-volunteers/LeaderResources/troop-meeting-location-support.html#locationwaiver">https://www.gscsnj.org/en/for-volunteers/LeaderResources/troop-meeting-location-support.html#locationwaiver</a></li> <li>• Complete meeting location waiver form: <a href="https://gscsnj.wufoo.com/forms/meeting-location-waiver-application/">https://gscsnj.wufoo.com/forms/meeting-location-waiver-application/</a></li> <li>• All homeowners insurance is primary insurance.</li> </ul>	Use of private home for troop meetings requires prior written permission from Council

\*Plan 2 Insurance is available for purchase for extended trips and non-members participating in trip/event. Personal insurance is always the primary insurance.