



Girl Scouts of Calumet Council

Trip Application Guidelines

1. DAY TRIPS

- a. Complete Sections I, III and V of the Trip Application.
- b. Turn in Trip Application to Membership Development Executive (MDE) at the Council Service Center four weeks prior to trip.
- c. For all High Risk activities follow directions in number two (below).

2. OVERNIGHT AND EXTENDED TRIPS

- a. Complete Sections I, II, III and V of the Trip Application.
- b. Turn in Trip Application to Membership Development Executive (MDE) at the Council Service Center
 1. Overnight stays – submit four weeks prior to trip.
 2. Camping (two nights; three days) – submit four weeks prior to trip.
 3. High Risk activities – submit twelve weeks before activity (may be submitted with incomplete/preliminary information).
 4. Extended trips lasting longer than three consecutive days – submit twelve weeks before trip (may be submitted with incomplete/preliminary information).

3. INTERNATIONAL TRIPS

- a. This requires a separate form - available upon request at the Service Center.
- b. Turn in Trip Application with preliminary information to the Assistant Executive Director (AED) one-year prior to trip.

****ALL TROOPS ARE REQUIRED, ON ANY TRIP -- Day, Overnight, Extended, or International, TO HAVE THE FOLLOWING ITEMS WITH THEM:**

- | | |
|-----------------------------|------------------------------------|
| 1. Safety-Wise | 5. Troop Roster |
| 2. Signed Permission forms* | 6. Completed Health History forms* |
| 3. First-aid kit* | 7. Mutual of Omaha Insurance form |
| 4. GSCC emergency card* | 8. Qualified First-Aider |

EACH DRIVER SHOULD HAVE THE ABOVE STARRED (*) ITEMS IN HER POSSESSION, RELATIVE TO GIRLS IN HER CARE. ALL STARRED ITEMS IN SECTION V MUST BE IN SERVICE CENTER BEFORE TRIP DATE.

Always refer to Safety-Wise for clarification on GSUSA Standards and Program Check Points

Girl Scouts of the Calumet Council **Trip Approval**

Is this the first trip this troop has taken this membership year? Yes No

Date received at Service Center _____

| |
|---|
| SECTION I – complete this section for Day Trips and Overnight/Extended Trips |
|---|

Troop # _____ Service Unit _____ Program Level - D B J 11-17

Type of activity/trip: Troop ____ Inter-Troop ____ Service Unit ____

Leader _____ Email _____

Address _____ City _____ State _____ Zip _____

Daytime Phone No. _____ Evening Phone No. _____

Estimated No. of registered girls attending ____ Estimated No. of registered adults attending: F ____ M ____

Destination _____ Date of activity _____

Destination address _____

Purpose of activity/outing _____ Cost per girl _____

Leaving from _____ Date _____ Time _____

Returning to _____ Date _____ Time _____

At home emergency contact:

Name _____ Phone (____) _____

Address _____ City _____ State _____ Zip _____

Transportation – (circle appropriate forms of transportation)

Private car Leased vehicle Chartered bus Train Commercial airline

If private car, please list drivers for this outing

NOTE - All Drivers must be 21 years of age, insured and have a current drivers license.

1 _____ 2 _____

3 _____ 4 _____

List all HIGH RISK activities that the troop may participate in on this trip (requires Council approval):

CPR/First Aid: _____ Card expires: _____

Have the girls participated in planning this trip/activity? None ____ A little ____ Some ____ A lot ____

Purpose How this trip meets the 4 program goals as listed in *Safety-Wise*. (Include activities planned, i.e., swimming, hiking, skill building, etc.)

SECTION II - complete this section for Overnight/Extended Trips

Trip Planning taken by: _____ on _____

Troop Experience (relative to this activity)

Troop Budget

| Expenses | | Income | |
|----------------|------|----------------|---------------|
| Lodging | Food | Troop Treasury | Girls/Parents |
| Transportation | Fees | Product Sale | Money Earning |
| Total | | Total | |

ITINERARY

Overnight Trips - Please list tentative itinerary, a detailed itinerary must be submitted two weeks before trip.
Extended Trips/International Trips - A detailed itinerary including lodging addresses and phone numbers **must** be submitted four weeks prior to trip.

| Date | Place | Phone # |
|------|-------|---------|
| | | |
| | | |
| | | |

I have secured the following list of qualified personnel needed for planned high-risk activities (ie; waterfront, archery, horseback riding, etc.) on other than pre-approved sites.

Name _____ **Type & date of certification** (Attach copies)

EQUIPMENT

If specialized equipment is indicated in *Safety-Wise* for this activity, describe what will be used and who will provide equipment:

EMERGENCY CONTACT AT SITE

Name _____ Location _____ Phone _____

SECTION III - complete this section for Day Trips, Overnight/Extended Trips

I am aware of and agree to comply with the standards listed in **Safety-Wise** and the **Policies** of Calumet Council regarding this outing. I understand that only approved outings and registered members of GSUSA are covered by the Basic Plan Insurance.

Signature of Leader/Co-Leader _____ Date _____

SECTION IV – Council Staff

All information complete _____ Driver Info up-to-date _____ Trained _____ Permission Slips Recd _____

Extra Insurance _____ Cert of Insurance _____ Info reqd from leader _____ Confirmation sent to leader _____

Approved _____

Reason Not Approved _____

Membership Development Executive's Signature _____ Date _____

SECTION V – complete this section for Day Trips, Overnight/Extended Trips

CHECKLIST

Initial each applicable item on this list that has been completed or submitted to the Service Center with application. All starred items must be on file at the Service Center before trip date.

PERMISSION AND HEALTH EXAMINATIONS

- * Written permission has been obtained from parent/legal guardian and are with adult in charge of trip/event.
- * Complete health history signed by parent/legal guardian for each child. Include permission to administer medication if necessary. [] On file at council
- * For trips longer than three consecutive days, a record of a health examination given within 24 months prior to trip has been secured, see *Safety-Wise* pgs 39, 64, 65.
- * **For high-risk activities, appropriate permissions obtained from Council and parent/legal guardian.**

BUDGET

- The estimated breakdown of cost and expenses, including fees for transportation, lodging, & meals, is attached. This includes any cost covered by troop money or fund-raisers and any cost each person attending will cover.

LEADERSHIP

- Safety-Wise Standard 13 for Adult Leadership in troops/groups has been met.
- Activities requiring adults to have specific certifications or skills should be directed by those adults who meet the qualifications. (See *Safety-Wise* Activity Checkpoints for each specific activity).

TRANSPORTATION

- * Vehicle inspection, insurance and licenses have been verified by adult in charge. A complete list of drivers has been submitted. (Copies of license & vehicle insurance) [] On file at council
- * Drivers are adults with valid drivers licenses and good driving records. [] On file at council
- * Program standards 24, 25, 26, 27 in *Safety-Wise* have been met.

INSURANCE

- * For trips longer than two nights & three days or events with non-registered participants, additional insurance arrangements have been made with the Council Office **4 WEEKS IN ADVANCE**

SERVICE AND ACTIVITY PROVIDERS

- * Certificate of Insurance has been sent to the council office or verified on file by trip organizer. [] On file
- * Qualified personnel with documented experience and/or certification has been noted.
- Pre-event orientation is given to all participants including safety guidelines and emergency procedures.
- Participants are allowed to participate in age appropriate activities. They will: (1) be evaluated as to their ability to participate in the activity by trained personnel, (2) understand the instructions and safety rules, and (3) be instructed to use equipment properly.
- Everyone (girls and adults) is aware of the safety procedures in place for this event including appropriate behavior.
- Qualified personnel will check all needed equipment before each use. Participants will be provided with equipment that is appropriately sized and well maintained.

EMERGENCY PROCEDURES

- Wristbands obtained for all participants.
- Reviewed *Safety-Wise* section on emergency procedures with all adults attending trip.
- Troop/Group leader and all drivers have an Emergency Procedures Card.
- Emergency contact person has the following: names and phone numbers of girls' parent/legal guardian, phone numbers where you can be reached, and copy of Emergency Procedures Card.
- Name and phone number of troop/group emergency contact person has been given to each parent/legal guardian.
- Weather conditions will be monitored for safety and appropriate measures taken as necessary.
- A First-aid kit is available and ready to care for minor medical emergencies by first-aider.