

Troop Information

Name of Leader/Adult:
Address:
City, State and Zip Code:
Phone #:
Alternate Phone #:
Email:
Troop # & Service Unit:
Grade Level:

Extended Troop/Group or International Travel Application

This Travel form is for Girls 6th grade and Older, **MUST** be completed with supporting documentation and filed for APPROVAL with Council. *See Volunteer Essentials, Chap. 4, Appendix for Travel and Safety Activity Checkpoints.*

- Extended Troop/Group Travel - Any trip lasting 3 or more nights, excluding Federal Holidays. **(Submit at least 6 weeks prior)**
- International Travel-Travel usually requiring use of a passport. **(Submit a tentative application and itinerary at least 1 year prior)**

Emergency Contact

Name:
Phone #:
Alternate Phone #:
Email:

Check ONLY Requirements Needed for this Activity

- First Aider Name:
Certificate Expiration:
- GS Training (Overnighters, Camping, Backpacking)
Name of Trained Adult:
- Other certified/trained adults (Lifeguards, etc.)
Name:
Certificate Expiration:
- Additional Insurance Obtained

Trip Information

Basic Plan:
Destination(s):
Address:
City, State and Zip Code:
Departure Date:
Time:
Mode of Transportation:
Accommodations:
Return Date:
Time:
Number of girls:
Number of adults:
Number of non-members:

Budget

Expenses include: transportation, lodging, meals, program cost, insurance, emergency funds.
Income includes: Product sales, troop/group dues, individual Girls/Adults, and extra money earning activities and sponsorships.

Estimated Cost of Trip:
Estimated Cost per Individual:
Troop Pays:
Individuals Pay:
Purpose of Fee:

- Our Troop/Group already earned the money
- We will be using product sales, dues or money earning projects income
- We will be earning the money by doing:

Forms Completed

(NOTE: not all of these may be required for your trip)

- Parent Permission Behavioral Contracts
- Girl Health History Roster of Attendees
- Adult Health History Detailed Itinerary
- Girl Health Exam Non-member Insurance
- Extended Trip Insurance Birth Certificate
- International Trip Insurance

Council Approval Might Be Needed

- Rental Agreements
- Contract with Facility/Vendor
- Other:

Check Procedures that have been followed

- A copy of the troop/group roster & itinerary has been provided to the emergency contact and SUM.
- Attending adults are aware of the emergency procedures and have council contact information.
- Parents & SUM have been informed of changes.

Trip Planning Information

Please complete the following questions and information.

How did the decision to take this trip come about?

What preparation have the girls had for this trip?

What alternative plan does the troop/group have should this trip not take place?

Attending Adult & Driver Information

Please list names of all attending adults with cell number. According to GSGLA Adult Volunteer Practices and Procedures under Vehicle Drivers, Leaders can ask for proof of valid license, current liability information and current vehicle registration for driver.

| Name | Cell Phone | Driver's License, Insurance and Vehicle Registration Verified | |
|------|------------|---|------------------------------|
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |

Health and Safety Plan

Volunteer Essentials Chapter 4, Travel Appendix, and Safety Activity Checkpoints should be checked throughout the planning process to ensure that the trip is following all health and safety standards. Prior to departure, provide a copy of the final itinerary, type of transportation, list of participants, and emergency contact person to parents, Service Unit Manager, and Service Delivery Specialist.

I AGREE TO FOLLOW THE POLICIES, STANDARDS AND PROCEDURES OF GIRLS SCOUTS OF THE USA AND GIRL SCOUTS OF GREATER LOS ANGELES, AS OUTLINED IN VOLUNTEER ESSENTIALS AND SAFETY ACTIVITY CHECKPOINTS IN CARRYING OUT THIS TRIP.

Signature of Leader/Adult:

Date:

Council Approval

| Check | Date | International Travel Only | Date & Initials |
|---|------|---|-----------------|
| <input type="checkbox"/> Insurance Secured | | <input type="checkbox"/> Tentative Approval Granted | |
| <input type="checkbox"/> Documentation Complete | | <input type="checkbox"/> Final Approval Granted | |
| <input type="checkbox"/> Final Plans Filed | | | |
| <input type="checkbox"/> Evaluation Filed | | | |

Troop #/Group is authorized to take a trip to
They meet the necessary qualifications as outlined in the policies and standards of Girls Scouts of the USA and Girl Scouts of Greater Los Angeles.

Name and Signature of Service Unit Manager/Designee:

Date Approved:

Name and Signature of the Service Delivery Specialist/Council Designee:

Date Approved:

This trip is not approved until both persons above have authorized the trip and the application has been returned to the troop/group Leader.