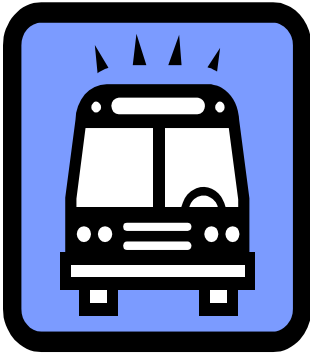


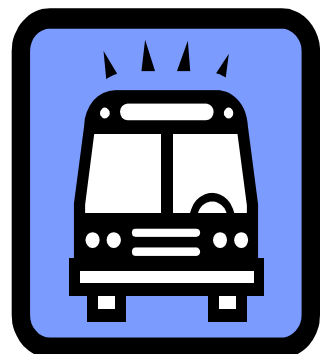
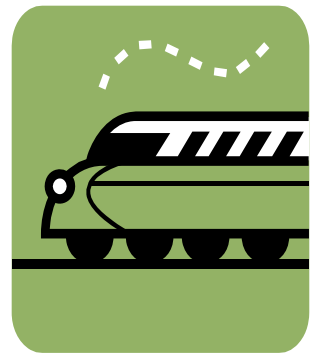


Girl Scouts.

Girl Scouts of Western Ohio  
[www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org)



# TROOP TRIP PLANNING GUIDE



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# Section 1

What is a  
Troop Trip?

# What is Troop Travel?

Congratulations to you and your girls for pursuing plans for a troop trip! A Girl Scout trip is not only an opportunity for girls to have fun and experience adventures, but is also a way of enriching the Girl Scout program. This means the trip should stimulate good activities or be the final step of some activity the girls are already involved in. All of the troop's energy should not be put into just the actual trip. It is extremely important that the **Girl Scout Leadership Experience is followed while planning** your trip.

The trip is not something planned for girls by grown ups. The **girls themselves do the planning** with the guidance of adults. In this way, taking a Girl Scout trip is also an important way for girls to learn. If the entire group cannot decide or feel that they would enjoy the same goal, it is advisable for the group to go back to the drawing board and design a trip/project that would meet the needs of all the members.

**Every trip should have an immediate purpose.** For the young or inexperienced troop, the purpose might be as elementary as riding on a train. An experienced troop might want to take part in a troop exchange, test camping skills in a different environment or visit a historic place. Learning how to plan a trip should be a progressive experience for a Girl Scout, one that starts at a point she is ready to handle. Even older girls should start with simple trips if they have never experienced any traveling. Once they understand the planning process, older girls can progress to longer trips more rapidly.

# The Progression of Trips

**Meeting-Time Trips** to points of interest in the neighborhood (for example, a walk to a nearby garden, or a short ride by car or public transportation to a firehouse or courthouse) are simple trips and start the progression.



**Day Trips** are next. These are daytime excursions away from the group meeting place and outside the regular meeting time. Girls might plan an all-day visit to a point of historical or natural interest, bringing their own lunch, or they might go to a nearby city, scheduling time for a meal in a restaurant.

**Simple Overnight Trips** usually involve one or two nights away. The destination may be a nearby state or national park, historic site, or city for sightseeing. The group may stay in a hostel, hotel, or motel, or they may camp at a Girl Scout campsite or nearby campgrounds. For more information on property sites of Girl Scouts of Western Ohio, go to [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org) or call your Regional Girl Scout Service Center.

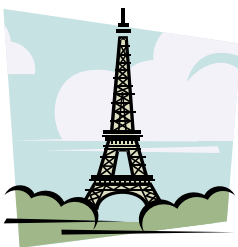


**Extended Overnight Trips** range from three nights or more spent at camp to extensive travel within the continental United States. The group might use several accommodations and modes of transportation throughout the trip. For information on Girl Scout sites across the country, contact the Girl Scout Service Center in that area.



**Destination Trips** are Girl Scout activities/experiences that take place outside the group. They can be neighborhood, council, state, national, or international experiences. Destination opportunities with nationwide participation are promoted annually at [www.studio2b.org/escpe/destinations](http://www.studio2b.org/escpe/destinations). This website also provides great guides with lots of helpful information on destinations for girls.

**International Trips**, to places such as Canada, Mexico, France and England, are available to girls 14 years old and older who have successfully taken overnight trips. Because such trips are subject to special requirements, including regulations and procedures of the World Association of Girl Guides and Girl Scouts (WAGGGS), contact your Regional Girl Scout Service Center for further information. The website listed above also offers a "Global Travel Toolkit" to help plan international travel.



# Progression by Age Level

Even though girls differ in their abilities and their past experiences, it is possible to make generalizations about trips and travel preparations appropriate to each age level. For each age level, be prepared to make reasonable accommodations so that girls who may have disabilities can participate.

Reminder: Leaders must always notify the Girl Scout Council before taking a trip by submitting a Troop Activity/Trip Notification Form. Depending on the length and type of trip you are taking, the following information may have to be completed on the form:

- An itinerary
- The type of activity and the specific activities involved
- The location and kind of premises that will be used
- Inclusive dates and times
- The number of girls who will be participating - parental permissions must be obtained
- The number of adults participating, their gender, and their roles
- The participants' skill level
- Special consultants or resource people who will be involved
- Other groups or organizations that will be involved
- The planned safety precautions
- Specialized equipment that will be used
- The mode of transportation
- Any required special agreements or contracts (for example; hiring a bus, use of premises)

## ***Girl Scout Daisies***

Girl Scout Daisy activities include local field trips (up to a day long) and overnight camping trips with family members. In the Girl Scout Daisy circle, girls can help to choose specific places they would like to go.

## ***Girl Scout Brownies***

Girl Scout Brownies go on discovery trips in the neighborhood or nearby. The girls may have the idea for taking a trip, or a leader or an older Girl Scout may stimulate the discussion. In the Girl Scout Brownie ring, the girls talk about what they would like to do; the leader helps them narrow their ideas to those that are within their abilities and budget. The girls can then vote on the trip they want to take and on alternative plans.

For travel of any distance, the leader finds out how long the trip will take, checks points of interest to Girl Scout Brownies, and makes arrangements for places to eat and for rest stops. She sets arrival and departure times, schedules tours, arranges transportation, and obtains the permission of parents or guardians. Group committee members or older Girl Scouts may help with these pre-trip plans.

## ***Girl Scout Brownies (cont'd)***

Girl Scout Brownies and their leader talk about what they will see and do on the trip, what they need to bring with them, how much the trip will cost, and what is expected of them, particularly in regard to courtesy and safety.

After the trip, the girls discuss and reflect on their trip. Follow-up activities may include dramatizations, stories, or art activities, such as paintings of what impressed them. They should send thank-you notes to anyone who helped make the trip possible or memorable, and they may include a painting or a poem they have written. They make plans for future trips, basing these plans on what they have learned, enjoyed or need to practice.

## ***Girl Scout Juniors***

Girl Scout Juniors should read the section in the *Junior Girl Scout Handbook* on planning trips and safety procedures.

With adult help, girls decide where they want to go. Girls plan the trip in patrols or small groups, keeping the trip's purpose in mind and including budgeting, pre-trip skills, and tips for personal conduct and safety. Leaders advise girls as needed and help them keep their ideas realistic and appropriate for their age.

Badge activities suggest trips to all kinds of places in the community, as well as hikes, walks and campouts. Girl Scout Juniors go on day trips in their own communities and to places of interest nearby. Eventually, their plans include longer trips, with stays in hotels or motels as well as camps.

## ***Girl Scout Cadettes and Girl Scout Seniors***

Girl Scouts Cadettes and Girl Scout Seniors can go away for three days or longer if they have taken overnight trips previously. For example, they might go to a state capital or visit with groups in other parts of the country. Contacts with other groups provide ideas to start girls thinking.

Girl Scout Cadettes and Girl Scout Seniors can combine camp living with exploration and travel, using a campsite as a base from which to take trips. Girls with specialized skills, such as horseback riding, biking, skiing, backpacking, or boating may plan trips around those interests. Girls may also use these skills and interests to prepare for a national destination.

Leaders/Advisors can encourage girls to enrich the experience of their trip by making exhibits, showing slides, and illustrating logbooks for their families, friends, and for community groups. After several trips, they can share their travel know-how with less experienced groups.

## ***Girl Scout Ambassadors***

Because Girl Scout Ambassadors usually have greater emotional, physical, and mental maturity than younger girls, they can benefit from more extensive travel. In addition, mature girls, experienced in travel or in planning, can work with less experienced girls or younger groups. They can help with the planning process, teach specific skills needed for a trip, or serve in a leadership role. They may also prepare themselves for a national or international opportunity.

# Section 2

## Planning a Trip With Girls

# The Planning Process

Planning a trip with a group of girls takes time and organization. Girls should be involved in the planning process from beginning to end.

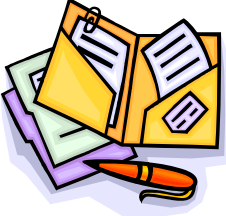
Start by having a planning session with your troop and go over the Trip Planning Basics Worksheet (Section 3) to begin your group discussion on trip travel. Be sure that each girl has an opportunity for input. Next, the troop must decide on where they would like to go. Once the girls have decided on a destination, use that same Trip Planning Basics Worksheet to initiate your planning for travel, budget, lodging and safety. Girls may want to split into small groups to research each of these topics. Continue to have meetings so the group can update their progress.

When the girls understand the planning process, they can progress to longer trips. Whether the trip is a day hike or cross-country trek, the basic steps are essentially the same. The details grow as the trip becomes more complex or when the composition of the group changes, but the process is the same. **Section 3 has many useful forms and worksheets to help with the planning process.**

Through the planning process, they learn how to develop overall plans, make arrangements, budget and handle money, and accept responsibility for personal conduct and safety. Afterward, have the girls evaluate the experience. (Use the Troop Trip Questions sheet in Section 3 of this packet.)



# Troop Trip Quick Planning Guide



Be sure the *GIRLS* have participated in deciding where, when, and how they would like to go.

## Talk about the purpose of the trip; let the girls participate in deciding trip details

- Will they be fulfilling requirements for a badge, or is it just for the experience?
- Will there be a cost involved, and will the troop treasury cover it? Will you allow extra spending money for souvenirs, snacks, etc? Be sure to think about what you will do for girls who aren't able to bring extra money.
- What should girls wear or bring with them? (Hat, water, long pants, etc.)

## As early as possible the leader should secure:

- A Troop Contact Person.
- Enough *DRIVERS* so each passenger will have a seat belt. (Drivers must submit a copy of their auto insurance to the Girl Scout Service Center.)
- A *FIRST AID KIT* to take along on the trip, preferably one in each vehicle.
- A Person certified in standard First Aid and CPR.



## Permission slips should be distributed at least two (2) weeks before the trip

- Remember, any girl not returning a signed permission slip **CANNOT** participate.

## Complete a Troop Activity/Trip Notification Form

- This form is required for all water activities, horseback riding, backpacking, troop camping on non-council sites, overnights, and trips where the destination is **outside a 60-mile radius from the regular meeting place**. "*When in doubt, fill it out.*"

## Purchase Additional Insurance

- Additional insurance is needed if events or activities last more than two consecutive nights, and for any non-registered Girl Scout attending.
- See Section 2 of this packet for more information

### Health and Safety Guidelines

- Always refer to *Safety-Wise*.
- Secure Parental permission before outings.
- The troop must be accompanied by a trained first aider.
- The girl/adult ratio must be adhered to at all times.

# Girl Involvement



Troop trips provide an opportunity to establish and accomplish both the long-term goals and short-term objectives of the members of the troop. Depending on the interests of the girls, the trip may be planned over a period of months or years.

**It is the responsibility of adult partners to guide girls in choosing and organizing a trip that reflects the experience and planning ability of the girls.**

## PURPOSE OF TROOP TRIPS

Trips should have a purpose. The purpose should be compatible with the elements of the Girl Scout program:

1. Should lead to the accomplishment of one or more of the Goals for Girls.
2. Should be age-level appropriate.
3. Should be planned and researched by **BOTH** girls and adults.
4. Should be within the ability of the girls to plan and within the troop budget.

## PLANNING

The trip should be planned over a period of time that allows the GIRLS to adequately prepare for the trip. When the trip destination is identified, careful consideration should be given to developing a feasible timeline to provide opportunities for troop money-earning. Adequate planning time will allow the troop to incorporate activities addressing each of the Goals for Girls while preparing for the anticipated trip.

## BUDGETING

Trip plans may include one to four years of money-earning, depending on the trip costs. Troops should plan money-earning activities to cover most of the trip cost. Parents should not be expected to cover a large portion of the trip cost.



### MONEY-EARNING IDEAS:

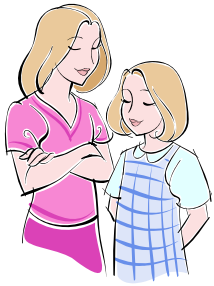
- Participate in the Cookie Sale/Fall Product Sales
- Craft/Bake/Garage Sale
- Car Wash
- Girls Create Cookbooks to Sell
- Gift Wrapping
- Sell Homemade Fleece Scarves and Hats



If most or all the girls are requesting financial assistance, this is probably an indication that the trip budget should be revised.

## EVALUATE

Evaluation can be a useful tool to aid in future endeavors. It also helps the girls learn from their trip experience, and what they gained from the whole process. Ask the girls what their favorite part of the trip was and their least favorite. Ask them also what things they would change next time and why. Answers to these types of questions will aid your troop tremendously when planning your next trip. Use the Question Guide in Section 3!



# Involving Parents In The Planning Process

As the troop leader, it is very important to keep parents/guardians informed, involved and ON BOARD with the trip. Keeping parents/guardians, as well as other adults, well-informed helps prevent injury, disagreements, and conflicts. Having a parent meeting helps to inform parents/guardians about financial matters and determine answers to behavioral expectations, as well as adequately preparing everyone for the trip. Following the democratic process is a great way to accomplish these things.

## **Suggestions to get parents involved:**

- Set aside the last 30 minutes of your meeting time to discuss and plan the trip. All girls might not be able to attend the trip, so make sure to have regular troop activities as well. Invite parents to attend the end of the meetings when the trip will be discussed.
- **Obtain necessary parent permission slips** from each girl planning on going on the trip.
- Consider sending typed updates on the planned trip regularly to the girls' home addresses.
- You may want to hold a separate troop meeting specifically for trip planning and clear communication with parents. **See following page for a check list for a trip meeting with parents.**
- Remember, some parents may want to participate in the trip to help with girl/adult ratio and driving.



# Check List for Troop Trip Parent Meeting

## **Itinerary**

- Girl-planned
- Parent participation and parent expectations

## **Trip Expenses**

- Budget
- Troop money earning activities
- Personal money

## **Transportation**

- Methods (car, bus, plane, train, etc.)
- Route to get there
- Drivers needed

## **Permission Forms**

- Parent Permission Form
- High Risk Activity Form, as needed
- Current Health Information and Release Form

## **Standards for behavior and dress**

- Behavior Agreement with dress code for the parents and girls to sign

## **Health examination and immunizations**

- Health History for all activities in Girl Scouts
- Trips of more than three nights – A Health Examination by licensed physician, nurse practitioner, physician's assistant or registered nurse within the preceding 24 months is required.

## **Packing lists and luggage limitations**

## **Insurance – Accident and Sickness coverage**

## **Emergency Procedures**

- Emergency contact person for each participant and each trip
- Back home contact person
- Emergency Medical Treatment authorization
- Emergency return home before trip completion

## **Due Dates**

- Payments
- Forms

## **Communication during trip**

- Cell phone use
- Calling/phone tree

# Girl Scout Insurance Coverage

All registered girls and adults are covered by the **Activity and Accident Insurance Plan** of Girl Scouts of the USA. This insurance is designed to supplement insurance coverage carried by the family of the Girl Scout member.

**Additional insurance** must be purchased if an event or activity lasts more than two consecutive nights.

A printed brochure from Mutual of Omaha with a complete description of all the features of each insurance option is available from the Girl Scout Service Centers. Additional Girl Scout insurance information is also available online at:

[www.mutualofomaha.com/girl\\_scouts\\_of\\_the\\_usa/forms.html](http://www.mutualofomaha.com/girl_scouts_of_the_usa/forms.html)

## **Request for Additional Insurance:**

A **Request for Additional Insurance** form must be completed and submitted to the Administrative office at least **4 weeks prior** to the event date. This form must be accompanied by a check payable to Mutual of Omaha for the amount owed for the additional insurance. There is a \$5 minimum. Incomplete forms, forms without checks attached, and checks less than \$5 will not be accepted. See Section 3 - Paperwork for the Request for Purchase of Additional Insurance form.

# Troop Trip Evaluation with Girls

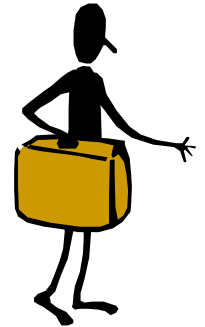
Dear Troop Leaders,

Please use this sheet to discuss the troop trip planning process with your troop. It was created to assist you in evaluating the troop trip process and help girls reflect on their experiences. You can ask these questions during the planning process, while on the trip, and after the trip is completed. These questions are broad and general; please feel free to revise them in any way that works better with your troop. If you have any questions, please contact your program services specialist.



## Troop Trip Questions

- What was a highlight of our trip or activity?
- How did our planning help in making this a highlight?
- What was the hardest part about planning and going on this trip?
- What didn't turn out like we planned? Was that good or bad? Why didn't it turn out the way we planned?
- What part of the trip did you enjoy planning the most? Why?
- What part of the trip did you least enjoy planning? Why?
- Would you do anything differently in our planning process or during our trip?
- What changes did you see in yourself during the planning process or the trip? Did you experience anything new?
- What did I (the leader) do on this trip for you that you think you could do yourselves next time?
- What did you see/notice while on our trip?



- How did it feel when \_\_\_\_\_?
- What did you learn from \_\_\_\_\_?

# Section 3

# Paperwork

# Explanation of Paperwork



All needed forms are available at  
[www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org)  
or  
at the regional Girl Scout Center.



**TRIP NOTIFICATION FORM - Send to the Girl Scout Service Center**

The Girl Scout Service Center requires a TROOP ACTIVITY/TRIP NOTIFICATION FORM when one or more of the following conditions are true:

- The trip exceeds 60 miles from the meeting place
- The trip involves an overnight
- Girls will be participating in a high risk activity (Horseback riding, swimming, boating, skiing, or caving)

Troop must submit a copy of the Trip Notification Form within the following MINIMUM timeline:

- One Month prior to trip for trips less than 100 miles
- Three Months prior for trips over 100 miles
- Six Months prior to trip if cost exceeds \$200 per person

**REQUEST FOR PURCHASE OF ADDITIONAL INSURANCE MUST BE MADE IF:**

- An overnight trip extends for more than two nights
- Non-members are participating in the activity

**TROOP TRIP BUDGET WORKSHEET - Send to the Girl Scout Service Center**

- Must only be submitted if the cost per girl is \$200 or more

## **OTHER FORMS YOU MAY NEED:**

**HEALTH INFORMATION/EXAMINATION & RELEASE FORM - All originals kept with leader, copies should be divided and distributed to each girl's driver**

- Health forms are filled out when girls register, and are used at everyday meetings. Take these with you on all trips. Adults need one too.
- Health Examinations are required for trips of more than three nights – completed by licensed physician, nurse practitioner, physician's assistant or registered nurse within the preceding 24 months is required.

**HIGH RISK ACTIVITY PERMISSION FORM - Keep these with leader**

- Distributed and signed by parent/guardian of all Girl Scouts participating in an activity such as horseback riding, canoeing, caving, etc.

**PARENT/GUARDIAN PERMISSION FORM - Keep these with leader**

- Girls must get written permission from a parent or guardian before going on any trip.

**ACCIDENT REPORT FORM**

- Must be filed within 24 hours after accident.

**\*\* Any forms you may need can be found in your *Volunteer Resource Guide* or online at [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org). \*\***

# Trip Planning Basics Worksheet

1. Where are we going? \_\_\_\_\_  
\_\_\_\_\_
2. Why are we going? \_\_\_\_\_  
\_\_\_\_\_
3. When are we going? \_\_\_\_\_  
\_\_\_\_\_
4. How will we get there? \_\_\_\_\_  
\_\_\_\_\_
5. How much will it cost? \_\_\_\_\_  
\_\_\_\_\_
6. How should we get ready? \_\_\_\_\_  
\_\_\_\_\_
7. Will everyone be able to go? \_\_\_\_\_  
\_\_\_\_\_
8. Where is emergency help available? \_\_\_\_\_  
\_\_\_\_\_
9. What safety factors must we consider? \_\_\_\_\_  
\_\_\_\_\_
10. What will we do along the way? \_\_\_\_\_  
\_\_\_\_\_
11. What will we do when we get there? \_\_\_\_\_  
\_\_\_\_\_
12. What will we do when we return home? \_\_\_\_\_  
\_\_\_\_\_
13. What alternate plans can we make if we don't earn enough money? \_\_\_\_\_  
\_\_\_\_\_
14. What if someone in the troop decides to drop out part way through the planning? \_\_\_\_\_  
\_\_\_\_\_

# CHECK-LIST FOR TRAVEL READINESS

Your troop/group is ready to travel WHEN:

## THE TRIP IS IN KEEPING WITH GIRL SCOUT POLICIES AND STANDARDS

- \_\_\_\_\_ Council and national policies and standards for troop travel and money earning are known and observed.
- \_\_\_\_\_ The number of girls to adults is in the recommended ratio.
- \_\_\_\_\_ There is a certified adult first aider in the group (must have first aid & CPR certification, be a registered nurse, physician, physician's assistant, nurse practitioner, licensed practical nurse, paramedic, military medic or emergency medical technician).
- \_\_\_\_\_ Trips including water activities, boating, horseback riding, adventure/rappelling, or other high risk activities have adult participants with the necessary training or certification related to the activity.
- \_\_\_\_\_ A special permission form should be developed (with Council guidance) to obtain parent/guardian permission to take the trip, to cover unusual risk, controversial issues or situations not covered by *Safety-Wise* guidelines.
- \_\_\_\_\_ Current health information and emergency treatment authorization is obtained for each girl and adult participant.
- \_\_\_\_\_ Required health examinations and immunizations (within one year of departure) are completed. (Required for trips of more than three days.)
- \_\_\_\_\_ There is an adult trained for an overnight with any group staying overnight.

## THERE IS SOUND PLANNING

- \_\_\_\_\_ The trip has a clear purpose. Girls and adults together decide where to go, revise the itinerary as plans proceed and have alternatives if plans must change.
- \_\_\_\_\_ The trip planning and follow-up is part of on-going troop/group activities.
- \_\_\_\_\_ Girls are able to work successfully in groups, have had progressive group experiences, and are mature enough to accept the responsibilities involved in the trip.
- \_\_\_\_\_ Realistic plans and budget are developed with all the participating girls and adults, taking into consideration dietary restrictions, physical accessibility, financial limitations, and the religious and ethnic diversity of the participants.
- \_\_\_\_\_ Decisions are made about how long the trip will last, plans for rest and overnight stops, what accommodations are needed, free or low cost housing is investigated, and reservations are made in advance.
- \_\_\_\_\_ The troop has investigated various types of transportation and decided which best suits its needs.
- \_\_\_\_\_ Girls and adults learn as much as possible about what they will be seeing and doing.
- \_\_\_\_\_ Meetings are held to inform parents/guardians, receive necessary permissions, obtain their wholehearted support for the plans, and their confidence in the leadership. Girls play a major role in explaining travel plans to their parents.

## **TRANSPORTATION ARRANGEMENTS ARE MADE**

- \_\_\_\_\_ All vehicles and drivers are adequately insured and licensed; certificates of insurance coverage are obtained; chauffeur's licenses are desirable (often mandatory for leased vehicles).
- \_\_\_\_\_ If traveling by car, refer to *Safety-Wise* for maintenance requirements.
- \_\_\_\_\_ Sufficient time is provided for eating, sleeping rest and relaxation, recreation and personal needs.
- \_\_\_\_\_ Mileage to be covered per day is reasonable for the type of terrain to be traveled and type of transportation used.
- \_\_\_\_\_ Drivers as well as passengers are considered in making plans; there are relief drivers.
- \_\_\_\_\_ Buddy system is used; seating and sleeping arrangements assigned in advance, rotating periodically.
- \_\_\_\_\_ An adult is chosen as a back-home contact for pre-arranged reporting and emergencies.
- \_\_\_\_\_ The entire itinerary is known to girls, adults, parents, service unit director, council, and back-home contact.
- \_\_\_\_\_ If two or more vehicles are involved, they should NOT travel in convoy; plan pre-arranged meeting places; cell phone contact is desirable (not while driving, please).
- \_\_\_\_\_ If a bus is to be chartered follow *Safety-Wise* and council approval is needed.
- \_\_\_\_\_ Other modes of transportation check *Safety-Wise* Guidelines.
- \_\_\_\_\_ If using private vehicles, copies of proof of insurance for all drivers is sent to your Regional Service Center.

## **FINANCIAL ARRANGEMENTS ARE MADE**

- \_\_\_\_\_ Girls and adults set up a detailed, realistic budget that includes possible sources of income and expenses - transportation, lodging, food, tips, insurance, recreation, admission fees, taxes, and emergency funds.
- \_\_\_\_\_ Money-earning projects are carried out with the permission of the service unit manager in accordance with Girl Scout policies.
- \_\_\_\_\_ The Approval for Additional Money-Earning form is completed and submitted to the service unit manager.
- \_\_\_\_\_ The written permission of each parent/guardian is obtained for troop/group long-range money-earning prior to approval by the service unit manager.
- \_\_\_\_\_ Troop/group travel funds are kept in the troop checking account before the trip, and best carried in traveler's checks during the trip.
- \_\_\_\_\_ One person should be responsible for trip funds, and keep a daily detailed account of expenditures to be summarized for the trip evaluation on return.
- \_\_\_\_\_ Personal and group expenses are defined in advance; a schedule of payment is arranged for individual expenses; reasonable limits are set on personal money to be taken.
- \_\_\_\_\_ Trips outside the continental United States require long-range planning and a more complex budget and financial accounting for each participant.

## **MEMBERS TAKE RESPONSIBILITY FOR PERSONAL CONDUCT AND EQUIPMENT**

- \_\_\_\_\_ All girls and adults know what clothing and equipment to take, how to pack and use equipment, set limits on luggage, and mark luggage identifiably.
- \_\_\_\_\_ Everyone knows the correct Girl Scout uniform and plans to wear it when appropriate.
- \_\_\_\_\_ Identical clothing might be worn at other times to identify individuals in a crowd, i.e., shirt, hat, etc.
- \_\_\_\_\_ All girls and adults are prepared for new experiences and are sensitive to local customs.
- \_\_\_\_\_ Everyone knows expectations for behavior (see *Safety-Wise* for sample agreements).
- \_\_\_\_\_ Discuss what it means to be a representative of Girl Scouting, community, state, country, and be knowledgeable about each.

## **EVERYONE KNOWS AND OBSERVES GOOD HEALTH AND SAFETY PRACTICE**

- \_\_\_\_\_ Everyone is in good health.
- \_\_\_\_\_ Each participant takes responsibility for personal health requirements (special diet, medication, eye glasses, braces, etc.).
- \_\_\_\_\_ Procedures for handling accidents, illnesses, separation from group and other emergencies are understood by all.

## **PLAN FOLLOW-UP AFTER THE TRIP**

- \_\_\_\_\_ Evaluate the trip.
- \_\_\_\_\_ Write thank-you letters.
- \_\_\_\_\_ Evaluate the trip with the group.
- \_\_\_\_\_ Share your experiences, journals, scrapbooks and photos.



Girl Scouts®



### TROOP TRIP BUDGET WORKSHEET

(This form must be submitted with the trip notification if the cost per girl is \$200.00 or more)

#### EXPENSES

##### FOOD

_____	days	X	\$ _____	per breakfast	X	_____	( _____ Girls + _____ Adults)	= \$ _____
_____	days	X	\$ _____	per lunch	X	_____	( _____ Girls + _____ Adults)	= \$ _____
_____	days	X	\$ _____	per supper	X	_____	( _____ Girls + _____ Adults)	= \$ _____
_____	days	X	\$ _____	per snack	X	_____	( _____ Girls + _____ Adults)	= \$ _____

**TOTAL FOOD COST = \$ \_\_\_\_\_**

**LODGING** \_\_\_\_\_ nights X \$ \_\_\_\_\_ per room X \_\_\_\_\_ rooms = \$ \_\_\_\_\_

**EQUIPMENT & GEAR STORAGE** \_\_\_\_\_ days X \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**LODGING/STORAGE TOTAL COST = \$ \_\_\_\_\_**

##### TRAVEL (Particular modes of transportation can affect insurance needs)

Air, Charter Bus\*  
or Train: \$ \_\_\_\_\_ per person X \_\_\_\_\_ ( \_\_\_\_\_ Girls + \_\_\_\_\_ Adults) = \$ \_\_\_\_\_

Lease Van\*: \$ \_\_\_\_\_ per day X \_\_\_\_\_ Days X \_\_\_\_\_ Vans = \$ \_\_\_\_\_

Gasoline: \$ \_\_\_\_\_ per mile X \_\_\_\_\_ miles X \_\_\_\_\_ Cars = \$ \_\_\_\_\_

**TOTAL TRAVEL COST = \$ \_\_\_\_\_**

\*All contracts/agreements must be reviewed and signed by the designated staff members at the Girl Scout Service Center.

##### PROGRAM ACTIVITIES (See itinerary for details & add additional sheet if necessary)

Date _____	activity/entry fee #1	\$ _____	+	activity/entry fee #2	\$ _____	= \$ _____
Date _____	activity/entry fee #1	\$ _____	+	activity/entry fee #2	\$ _____	= \$ _____
Date _____	activity/entry fee #1	\$ _____	+	activity/entry fee #2	\$ _____	= \$ _____
Date _____	activity/entry fee #1	\$ _____	+	activity/entry fee #2	\$ _____	= \$ _____
Date _____	activity/entry fee #1	\$ _____	+	activity/entry fee #2	\$ _____	= \$ _____

**TOTAL ACTIVITY COST = \$ \_\_\_\_\_**

##### INSURANCE – Additional Girl Scout Activity Insurance:

( \_\_\_\_\_ Girls + \_\_\_\_\_ Adults) X days X \_\_\_\_\_ Cents (cost of chosen plan/girl) = \$ \_\_\_\_\_

Other Insurance Costs (travel, liability, etc.) = \$ \_\_\_\_\_

Liability Insurance should be carried by both transportation and activity providers.

"Travel" Insurance - option is offered by some travel agencies and airlines.

**TOTAL INSURANCE COST = \$ \_\_\_\_\_**

See *Volunteer Resource Guide* (Policies and Procedures) for addition information on insurance plan options. There is a minimum insurance charge of (\$5.00) five dollars per trip.

**EQUIPMENT RENTAL** (Samples listed)

_____	bicycles	X	_____	days	X	\$ _____	per bicycle	= \$ _____
_____	canoes	X	_____	days	X	\$ _____	per canoe	= \$ _____
_____	_____	X	_____	days	X	\$ _____	Per _____	= \$ _____
_____	_____	X	_____	days	X	\$ _____	Per _____	= \$ _____
_____	_____	X	_____	days	X	\$ _____	Per _____	= \$ _____

**TOTAL EQUIPMENT COST = \$ \_\_\_\_\_**

<b>SUPPLIES/</b>	First Aid Supplies	_____	= \$ _____
<b>MISCELLANEOUS</b>	_____	_____	= \$ _____
	_____	_____	= \$ _____
	_____	_____	= \$ _____
	_____	_____	= \$ _____

**TOTAL SUPPLIES AND MISCELLANEOUS COSTS = \$ \_\_\_\_\_**

<b>ADD TOTAL EXPENSES</b>	
<b>Food:</b>	_____
<b>Lodging/Storage:</b>	_____
<b>Travel:</b>	_____
<b>Program Activities:</b>	_____
<b>Insurance:</b>	_____
<b>Equipment Rental:</b>	_____
<b>Supplies/Miscellaneous:</b>	_____
<b>TOTAL EXPENSES:</b>	_____

**INCOME** (Over 1, 2, 3 or 4 years) - (For additional information, refer to the *Troop Money-Earning Guide*)

Troop Dues	\$ _____	X _____	years	= \$ _____
Cookie Sale Earnings	\$ _____	X _____	years	= \$ _____
Fall Product Earnings	\$ _____	X _____	years	= \$ _____
Troop Money-Earning Project #1	_____	(Year # _____)		= \$ _____
Troop Money-Earning Project #2	_____	(Year # _____)		= \$ _____
Troop Money-Earning Project #3	_____	(Year # _____)		= \$ _____
Sponsor	_____			= \$ _____
Parents/Guardians (discussed with or agreed upon with parents/guardians)*				= \$ _____
Girls' Contributions (varies)				= \$ _____

**TOTAL INCOME = \$ \_\_\_\_\_**



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# TROOP ACTIVITY/TRIP NOTIFICATION FORM

- Instructions: 1. Complete Section 1. This section is required for all activities and trips. Identify type of activity to determine which additional sections need to be completed.  
2. Complete all additional required sections and mail to the Girl Scout Center.

Section 1 – Required for all activities/trips.			
Service Unit Name: _____	Service Unit #: _____	Troop #: _____	
Name of Adult Advisor: _____			
Address: _____		Phone (h): _____	
City: _____	State: _____	Zip: _____	Phone (w): _____
E-mail address: _____		Cell phone: _____	
Age Level: <input type="checkbox"/> Daisy <input type="checkbox"/> Brownie <input type="checkbox"/> Junior <input type="checkbox"/> Cadette <input type="checkbox"/> Senior <input type="checkbox"/> Ambassador			
Are all participants members? <input type="checkbox"/> Yes <input type="checkbox"/> No			
# of girls: _____	# of adults: _____	If not, special activity insurance is needed.	

Type/Length of Activity/Trip	Turn in form no later than	Complete additional sections
<input type="checkbox"/> High Risk Activity (Horseback riding, water activities other than swimming)	1 month prior to date of activity	Sections 2, 3
<input type="checkbox"/> Day activity – 60 miles - 100 miles (outside of normal meeting space)	1 month prior to date of activity	Sections 2, 3
<input type="checkbox"/> Overnight trips - less than 100 miles	1 month prior to date of activity	Sections 2, 3, 4, 5, 6
<input type="checkbox"/> Day/Overnight over 100 miles	3 month prior to date of activity	Sections 2, 3, 4, 5, 6
<input type="checkbox"/> Trip budget per person exceeds \$200	6 month prior to date of activity	Sections 2, 3, 4, 5, 6
<input type="checkbox"/> Trips three nights or more	3 months prior to date of activity	Sections 2, 3, 4, 5, 6
<input type="checkbox"/> International Trip	Contact your Program Services Specialist	

Section 2 - Activity Information - Required	
Name of Activity/Trip: _____	Date(s): _____
Name of Facility: _____	Facility Phone: _____
Facility Address: _____	
Name of Qualified First Aider: _____	Certification Type: _____
Will you be: <input type="checkbox"/> Horseback riding <input type="checkbox"/> Swimming <input type="checkbox"/> Boating <input type="checkbox"/> Skiing <input type="checkbox"/> Caving <input type="checkbox"/> Other	
Name of lifeguard if swimming/boating: _____	
High Risk Activity form completed for each girl (if needed)? <input type="checkbox"/> Yes <input type="checkbox"/> No (keep these with you)	
Certificate of Insurance on file at the Girl Scout Center? <input type="checkbox"/> Yes <input type="checkbox"/> No (required for all High Risk activities)	
Have you purchased additional insurance (if needed)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## Section 3 - Transportation

Mode of transportation  
 Private vehicle  Leased/rented vehicle  Chartered bus  Train  Plane - Flight Number: \_\_\_\_\_

- Troop leader has verified that all trip drivers meet the requirements of the Volunteer Driver Policy.
- Troop leader has *submitted copies* of proof of insurance for each driver with this form to Girl Scout Regional office if using private or leased vehicles.

List Trip Drivers Here:

Driver #1: \_\_\_\_\_

Driver #2: \_\_\_\_\_

Driver #3: \_\_\_\_\_

Driver #4: \_\_\_\_\_

### Section 4 – Trip Information

Time & Date of Departure: \_\_\_\_\_ Time & Date of Return: \_\_\_\_\_

Trip Itinerary: Please list all major activity locations and hotels, etc. Use additional sheet of paper if necessary.

Location	Date(s)	Activity	Phone #	Certificate of Insurance
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section 5 – Emergency Contact Information

Emergency contact person on the trip Where you can be reached on the trip	Emergency contact person at home While you are gone
Name: _____	Name: _____
Phone #(s) _____	Phone #(s) _____
Address: _____	Address: _____

### Section 6 - Money

Total Trip Cost				
# of girls:	X	\$	=	\$
# of adults	X	\$	=	\$
Total cost:				\$

If the cost per individual is \$200 or more, troops must also submit a *Troop Trip Budget Worksheet*.

#### Income Sources

Cost covered by parents:	\$ _____	X	# of girls: _____	=	Total:	\$ _____
Amount girls will raise individually:	\$ _____	X	# of girls: _____	=	Total:	\$ _____
Total cost covered through troop/group money-earning activities:					Total:	\$ _____
Other sources of income for trip: _____					Total:	\$ _____
How long has troop been involved in money earning for trip? _____					Total Income:	\$ _____
Does yearly troop financial report reflect income and expense for this trip? <input type="checkbox"/> Yes <input type="checkbox"/> No						

#### Trip Budget

Expenses			Income		
Item	Projected	Revised	Item	Projected	Revised
Food	\$	\$	Money Earning #1	\$	\$
Lodging	\$	\$	Money Earning #2	\$	\$
Travel	\$	\$	Money Earning #3	\$	\$
Entry Fees	\$	\$	Council Product Sales	\$	\$
Insurance	\$	\$	Sponsors	\$	\$
Other	\$	\$	Parents/Guardians	\$	\$
TOTAL:	\$	\$	TOTAL:	\$	\$

Signature - Council Representative: \_\_\_\_\_ Approval Date: \_\_\_\_\_



### High Risk Activity Permission Form

This form is used for permission to participate in council-sponsored activities such as canoeing, snow skiing, and white water rafting.

Girl's Name: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Troop #: \_\_\_\_\_ Girl Scout Age Level: \_\_\_\_\_

#### PARENT PERMISSION

I understand that my daughter may be participating in activities that are considered high risk. I feel that she is developmentally ready, both physically and emotionally, and possesses the skills needed to participate in the activities I have marked below. She is in good physical condition and has not had any serious illness or surgery since her last health examination. In case of an emergency, when I cannot be reached, I give permission for her to be treated by a qualified physician at the nearest hospital. (There may also be additional release forms specific to the activities listed below that need to be signed.)

**I understand the risks inherent in the below activities:** (please, check all those that apply to the program girls are attending or that she has permission to participate in if given the opportunity)

- |  |                                       |   |   |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> Horseback Riding    | <input type="checkbox"/> Canoeing     | <input type="checkbox"/> Caving         | <input type="checkbox"/> Water Park Rides     |
| <input type="checkbox"/> White Water Rafting | <input type="checkbox"/> Kayaking     | <input type="checkbox"/> Sailing        | <input type="checkbox"/> Rock Climbing        |
| <input type="checkbox"/> Backpacking         | <input type="checkbox"/> Scuba Diving | <input type="checkbox"/> Bicycle Riding | <input type="checkbox"/> Amusement Park Rides |
| <input type="checkbox"/> Climbing Wall       | <input type="checkbox"/> High Ropes   | <input type="checkbox"/> Low Ropes      | <input type="checkbox"/> Zip Line             |
| <input type="checkbox"/> Other _____         | <input type="checkbox"/> Other _____  |   |   |

Date of Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Are there additional release forms to be filled out for this activity?  Yes  No

\_\_\_\_\_  
Signature or Parent/Guardian

\_\_\_\_\_  
Date

This purpose of the "High Risk Activity Permission Form" is to inform parents/guardians of the risk, and to provide the opportunity for both their own evaluation of their daughter's readiness for the activity, and the reinforcement with their daughter, of the skills and behavior necessary to safely participate in the event.



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6/08

### REQUEST FOR PURCHASE OF ADDITIONAL INSURANCE

(Request must be received at the Girl Scouts Administrative Office at least four weeks before the event.)

Troop Number: \_\_\_\_\_ Service Unit Name & Number: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Location: \_\_\_\_\_

Dates: From \_\_\_\_\_ Through \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_ (Attach list, if possible.)

Level of Coverage Desired: (Check (✓) one)

**Plan 2** 11¢ per day per participant

**Plan 3E** 29¢ per day per participant

**Plan 3P** 67¢ per day per participant

**Please make check payable to:  
United of Omaha (Minimum of \$5 required.)**

Check Enclosed: # of Participants \_\_\_\_\_ X # of Days \_\_\_\_\_ X Plan Rate \_\_\_\_\_ = \$ \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please Mail To: Girl Scouts of Western Ohio  
Attn: Finance Department  
2244 Collingwood Blvd.  
Toledo, OH 43620

CS:ck/19952-001



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