

Basic Trip Application

Must be submitted THREE WEEKS before trip

 Submit completed form to info@gdsdw.org

This **Basic Trip Application** must be submitted for any activity/trip that occurs overnight anywhere OR an activity/trip that occurs outside of our council's area for any duration. Please submit to **info@gdsdw.org** at least **THREE WEEKS** prior to the activity or trip.

Any trip/travel lasting more than 2 nights is defined as an **Extended Trip** which requires a separate Extended Trip process. Please go to www.gdsdw.org or contact info@gdsdw.org for more information.

Leader Name _____ email _____

Address _____ Phone _____

Service Unit _____ (5 digit) Troop# _____

How many girls are registered? _____ Grade Level(s) D B J C S A

1. Trip/Travel Details

- Number of registered girls going on trip? _____ Number of adult volunteers* going on trip? _____
- Destination (where are you going?) _____
- Activities Planned _____
- Date of Departure _____ Date of Return _____
- Itinerary

Date(s)	Arrival Time	Departure Time	Departure/Arrival Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Please initial box if **Safety Activity Checkpoints** requirements have been met for this activity.

Which checkpoints in the SAC book did you use as a reference for this trip/activity?

3. Let's Go! Basic Trips 301 training

List volunteer(s)* who have taken **Let's Go! Basic Trips 301** training AND will be going on this trip.

Name _____ Date taken _____

4. Let's Camp! Outdoor Camp 401 training

- Will you be camping** on this trip? Yes No
- If yes, list adult volunteer* who has taken *Let's Camp! Outdoor Camp 401* training AND will be going on trip? Name _____ Date taken _____

5. Additional adult volunteers* accompanying troop.

Please remember that only those adult volunteers* required to fill your adult-to-girl ratio may be paid for out of troop/group funds. Any other adult volunteers* wishing to go on trips must pay for their own way. If additional adult volunteers* are going, a copy of the deposit slip or check for their expenses must be included in financial paperwork.

Name _____ email _____ Phone _____

* A volunteer is defined as an adult who has successfully completed a Volunteer Application, Criminal Background Check, and is a current registered Girl Scout member.

** Camping is defined as any activity in which Girl Scouts sleep overnight in the outdoors or in facilities at an established campground.

Name _____ email _____ Phone _____

Name _____ email _____ Phone _____

6. **Emergency Contact Person** (person to call in an emergency who is NOT at the activity or function; this person should have all pertinent information to assist in case of an emergency)

Name _____ email _____ Phone _____

7. **First Aider**

List the adult volunteer*, certified in First Aid/CPR, who will accompany your troop on this activity/trip.

Name _____ email _____ Phone _____

8. **High Risk Activities**

- o Does this trip require supplemental parental permission for high-risk activities? Yes No
- o If yes, why? _____
- o If yes, has this supplemental permission been obtained for all girls? Yes No

9. **Supplemental Insurance**

- o Are non-registered Girl Scouts (tagalongs) participating in this trip/activity? Yes No
- o If yes, has additional insurance been obtained as required? Yes No

10. **Check type of transportation to be used for activity/trip.**

private vehicle each parent transports leased or rented

(If renting, company name and phone # of leased or rented vehicle _____ .)

11. **If private vehicle, give driver's information.** (All drivers must be adult Girl Scout volunteers*.)

Name _____ Age _____

Name _____ Age _____

Address _____

Address _____

Phone _____

Phone _____

Drivers License# _____ State _____

Drivers License# _____ State _____

Insurance Company _____

Insurance Company _____

Policy # _____ exp. Date _____

Policy # _____ exp. Date _____

Additional comments

Submitted by _____ Date _____

Council approval _____ Date _____

Remember to bring the following documents/resources with you on your trip or activity.

Health History Records GSDSW Emergency Procedures First Aid kit

All applicable permission slips and troop rosters (with emergency contact information)

Any relevant section(s) from Safety Activity Checkpoints