

# Extended Trip Application

Step 1 of 2 for Extended Trips (any trip/travel of THREE OR MORE nights)

Complete and submit this form to your Membership Manager (M&M) at least SIX WEEKS before your trip.

Leader Name \_\_\_\_\_ (5 digit) Troop# \_\_\_\_\_

email \_\_\_\_\_ Phone \_\_\_\_\_

## 1. Trip/Travel Details

- How many registered girls are going on trip?
- How many volunteers\* are going on trip?
- How many   Daisies?       Brownies?       Juniors?       Cadettes?       Seniors?       Ambassadors?
- Where are you going? \_\_\_\_\_
- Activities Planned \_\_\_\_\_
- Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

## 2. Safety Activity Checkpoints

Have all applicable Safety Activity Checkpoints requirements been met for this trip?    Yes    No  
Which checkpoints in the SAC book did you use as a reference for this trip/activity?

\_\_\_\_\_

## 3. Let's Go Farther! Extended Trips 302 training

Adult volunteer(s)\* who've taken **Let's Go Farther! Extended Trips 302** 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
- Adult volunteer(s)\* who've taken **Let's Camp! Outdoor Camping 401** AND will be going on this 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 \_\_\_\_\_

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 \_\_\_\_\_

\*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.

**7. First Aider**

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

Name \_\_\_\_\_ email \_\_\_\_\_ Phone \_\_\_\_\_

**8. Extended Trip Permission Forms** Have they been obtained for each girl going on this trip?  Yes  No

**9. High Risk Activities**

o Does this trip require supplemental 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

**10. Travel Participant Agreement Forms**

Have they been obtained for each girl and adult volunteer\* traveling?  Yes  No

**11. Additional Insurance**

Has additional insurance been purchased for this trip?  Yes  No

**12. 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 \_\_\_\_\_ )

**13. If private vehicle, give driver's information.** (All drivers must be Girl Scout adult 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 \_\_\_\_\_

**14. TRAVEL BUDGET** Be sure to include your Trip Budget

If the girls are making payments to the troop for the trip, does the permission include an agreement concerning refund of that money should a girl not go?  Yes  No

**15. COMPLETE TRIP ITINERARY DUE 3 WEEKS BEFORE TRIP**

We agree to file an Extended Trip Roster & Itinerary 3 weeks before the trip. Initials \_\_\_\_\_

Signature of Leader \_\_\_\_\_

Date \_\_\_\_\_

Membership Manager \_\_\_\_\_

Date \_\_\_\_\_

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# Extended Trip Budget

Include with Extended Trip Application (Step 1 of 2)

Not all parts of this budget worksheet will apply to your troop's plans. However, it will help you and the girls plan for the trip income and expenses. All travel should be included in your troop's year-long budget. As with everything in Girl Scouting, the girls need to be involved in the budgeting process.

Activity \_\_\_\_\_ Today's Date \_\_\_\_\_

Date of Trip \_\_\_\_\_ Budget Amount per girl \$ \_\_\_\_\_

## EARNINGS

Fall Product sales \$ \_\_\_\_\_

Cookie Product Sales \$ \_\_\_\_\_

Girls contributions: per girl \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
(# of girls)

Money Earning Projects

A. \_\_\_\_\_ \$ \_\_\_\_\_

B. \_\_\_\_\_ \$ \_\_\_\_\_

C. \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL BUDGETED INCOME \$ \_\_\_\_\_

## EXPENSES

Transportation/gas \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Food/meals/tip \$ \_\_\_\_\_

Tours/admission fees \$ \_\_\_\_\_

Equipment rental \$ \_\_\_\_\_

ADDITIONAL INSURANCE \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL BUDGETED EXPENSES \$ \_\_\_\_\_

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