

Trip and High-Risk Activity Application

Instructions:

1. **Day trips that include a high-risk activity.** Submit completed form and any attachments to info@gdsdw.org at least two weeks prior to trip/activity. Applications received less than five days prior to the activity will automatically be denied as a Girl Scout function and troop funds may not be used.
2. **Basic Trips (one or two nights).** Submit completed form and any attachments to info@gdsdw.org at least 30 days prior to trip/activity. Applications received less than 15 days prior to the trip or activity will be automatically denied as a Girl Scout function and troop funds may not be used.
3. **Extended Trips (three nights or more).** Submit completed form and any attachments to info@gdsdw.org at least 60 days prior to trip/activity. Applications received less than 30 days prior to the trip or activity will automatically be denied as a Girl Scout function and troop funds may not be used.

High-Risk Activity List

- Archery
- Axe Throwing
- Backpacking
- Air/BB Guns
- Overnight Camping
- Canoeing
- Challenge Courses
- Climbing and Rappelling
- Offshore Water Vessels (ferries, cruise ships and airboats)
- Community Clean Up
- Go-Karts
- Horseback Riding
- Indoor Skydiving
- Kayaking
- Knife Throwing
- Row-Boating
- Sail Boarding
- Sailing
- Scuba Diving
- Shooting
- Skiing (downhill) / Snowboarding
- Snorkeling
- Spelunking/Caving
- Stand-up Paddleboarding
- Surfing
- Swimming
- Target Paintball
- Tethered Balloon Rides
- Tubing in Moving Water or Behind a Boat
- Waterskiing / Wakeboarding
- Whitewater Rafting
- Wind Surfing
- Zip Lining

NOT PERMITTED by GSUSA and will not be considered for trip approval.

- Riding all-terrain vehicles (ATVs)
- Bungee Jumping
- Flying in Privately Owned Planes, Helicopters, or Blimps
- Hang Gliding
- Hot Air Ballooning (untethered)
- Hunting
- Jet Skiing
- Riding a Motorcycle
- Outdoor Trampolines
- Parachuting or Skydiving
- Parasailing
- Paintball Tagging
- Riding Electric Scooters
- Snowmobiling
- Stunt Skiing
- Zorbing

If you have a question about an activity not listed, please contact info@gdsdw.org.

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

***A volunteer is an adult with a council approved Criminal Background Check who is a current registered Girl Scout member.*

You may attach separate pages as necessary to this application.

Section 1 Troop Information

Service Unit _____ Troop # _____ Name _____

Phone # _____ E-mail _____

Section 2 Trip Information

Departure date & time _____ Return date & time _____

Name of destination _____

Address of destination _____

Name of hotel/overnight accommodations _____

Address _____

Phone # _____ Email _____

Per GSUSA:

- Parent/guardian permission must be obtained if girls are to share a bed.
- Male volunteers may participate in Girl Scout overnight trips only when separate sleeping quarters and bathrooms are available for their use.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls, but if an adult female does share the sleeping area, there should always be two unrelated adult females present.
- For overnight trips, list accommodation arrangements below.

| | |
|------------------------|---|
| <i>Room 1 (2 beds)</i> | <i>Juliette Jones (Junior) & Mary Lopez (Cadette)</i> |
| | |
| | |
| | |
| | |

Section 3 Activity Information

The troop leader must ensure that vendors satisfy requirements outlined in Safety Activity Checkpoints for their troop activities.

Activities planned _____

Will this trip include camping? YES NO

Which Safety Activity Checkpoints did you reference for your activities?

List any high-risk activities planned _____

Name of vendor/company/establishment _____

Website of vendor/company/establishment _____

Address _____

Phone Number _____ Email _____

Section 4 Adults & Training Requirements

Names of adults attending activity/trip with applicable required training.

First Aid & CPR Certification _____ Date completed _____ Exp _____

582 Basic Trips Training _____ Date completed _____

582 Extended Trips Training _____ Date completed _____

Outdoor Camp Training _____ Date completed _____

Section 5 Additional Insurance

Complete the **Extra Insurance Enrollment** form available at www.gsdsw.org and attach to this application if your activity/trip includes any of the below:

- Tagalongs (Youth or adults that are not Girl Scout members)
- Is longer than three nights
- International

Children under 5 years are not covered under any additional insurance plan.

Section 6 Participant Roster

All adult volunteers necessary to meet adult/girl ratio must be registered and have an approved Council background check. ALL adults on an overnight trip must be registered and have an approved Council background check.

Make sure names are legible

| Registered Girl Scouts and Level | Registered Adults |
|----------------------------------|-------------------|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |
| 5. | 5. |
| 6. | 6. |
| 7. | 7. |
| 8. | 8. |
| 9. | 9. |
| 10. | 10. |
| 11. | 11. |
| 12. | 12. |
| Tag-a-long Name and age | Adult Tag-a-longs |
| 1. | 1. |
| 2. | 2. |

Emergency Contact Information

| 2 emergency contacts on the trip | Emergency contact person at home |
|----------------------------------|----------------------------------|
| Name _____ Phone _____ | Name _____ Phone _____ |
| Name _____ Phone _____ | Address _____ |

You may attach separate pages as necessary to this application.

Section 7 Transportation

All drivers must be properly licensed, registered members and have an approved Council background check. All vehicles must be registered, insured, maintained, and have a seatbelt for every passenger.

- Girls are transported by parent
 Carpool/private vehicles (driving unrelated girls)
 Leased/Rented (national franchise only), rental company _____

| Driver Name | Vehicle Make & Model | Vehicle License # | Auto Insurance Company | Insurance Expiration | Driver License # & Expiration |
|-------------|----------------------|-------------------|------------------------|----------------------|-------------------------------|
| | | | | | |
| | | | | | |

- Girl Scout troops are not allowed to rent 15 passenger vans.
- Do not sign any agreements and/or contracts for bus rental/charters. They must be approved/signed by CEO or designee. Contact info@gdsdw.org.

Section 8 Trip Budget

Troop funds may only be used for troop girl members and the minimum required number of adults, as stated in GSUSA Safety Activity Checkpoints Adult-to-Girl ratio.

| | |
|--------------------------------|-----------|
| Earning to date | |
| Fall product proceeds | \$ |
| Cookie product proceeds | \$ |
| Dues | \$ |
| Money earning projects | \$ |
| Other | \$ |
| Total budgeted income | \$ |
| | |
| Trip/activity expenses | |
| Transportation/tickets | \$ |
| Lodging | \$ |
| Food/meals/tips | \$ |
| Tours/admission fees | \$ |
| Equipment rental | \$ |
| Additional Insurance | \$ |
| Other | \$ |
| Total budgeted expenses | \$ |

Section 9 Trip Itinerary

Please provide a brief itinerary of your trip.

| Date & Time | Location | Activities | Notes |
|-------------|----------|------------|-------|
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Section 10 Leader Statement of Acknowledgement

- Parent Permission forms have been obtained for each girl.
- We will keep current Emergency Procedures, Health History Records, and First Aid Kit on the trip.
- We will adhere to GSUSA Safety Activity Checkpoints, GSDSW Volunteer Policy Manual and GSDSW Volunteer Essentials.
- We will conduct ourselves in a positive manner while representing Girl Scouts of the Desert Southwest and GSUSA.
- I understand providing misinformation could result in the trip not being covered by Girl Scout Activity Insurance and may incur personal financial responsibility.

Leader Signature _____ **Date** _____