



Girl Scouts of Eastern Missouri  
2300 Ball Drive  
St. Louis, MO 63146  
314.592.2300 • 800.727.4475  
girlscoutsem.org

## **APPLICATION FOR ALL CAMPING ON NON-COUNCIL-OWNED SITES**

### **IS YOUR GROUP ELIGIBLE FOR A NON-COUNCIL-OWNED SITE CAMPING TRIP?**

- We are registered as a Girl Scout Troop. **(REQUIRED)** See *Safety Activity Checkpoints* and *Girl Scout Volunteer Essentials* for more information.
  - Adults supervising a Girl Scout camping activity must be registered, background checked and approved prior to participation
- This is a troop camping experience of less than one week in duration that takes place within, or no more than 100 miles beyond Girl Scouts of Eastern Missouri boundaries. (If the trip is more than 100 miles beyond Girl Scouts of Eastern Missouri boundaries, please use the Troop Trip Application process.)

### **APPLICATION PROCEDURE:**

1. This application **must** be submitted at least **ONE** month prior to the camp trip date.
2. A troop camp-certified adult must accompany the group. Submit a copy of the certification with this application.
3. A certified First Aider must accompany the group if the destination is less 30 minutes away from EMS. To be a First Aider the individual must have both first aid and Adult and Child CPR/AED certifications from a Council-approved agency. These certifications cannot be split up between individuals attending the activity.

The following healthcare providers may also serve as First Aiders: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic and emergency medical technicians who have current certification in Adult and Child CPR/AED.

4. For those destinations whose access to EMS is 30 minutes or more, an individual certified in Wilderness First Aid is required. Submit a copy of the certification with this application.
5. Unless the troop is using a Missouri State Park, Girl Scouts must have a Certificate of Insurance (COI) on file for the property used for the activity. If the property used does not currently have a COI on file, submit a copy with this application. A list of current COIs on file at Council can be found at [girlscoutsem.org](http://girlscoutsem.org).
6. Applications must be submitted **with** your Neighborhood Manager's signature.
7. Applications must include a roster of all the adults and children attending the camping trip.
8. Keep a copy of this application, and mail the original **with copies of certifications and COI if applicable** to:

**Girl Scouts of Eastern Missouri  
Attn: Senior Manager, Risk Management  
2300 Ball Drive St. Louis, MO 63146**

After the Camp Department has received your application, you will receive, via email, a NON-COUNCIL-OWNED CAMP APPROVAL RESPONSE indicating the status of this application.



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### APPLICATION FOR ALL CAMPING ON NON-COUNCIL-OWNED SITES

Date Submitted \_\_\_\_\_ Troop # \_\_\_\_\_ District \_\_\_\_\_ Neighborhood \_\_\_\_\_ Program Level \_\_\_\_\_

**TROOP LEADER or TRIP ORGANIZER:** \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**CAMPING TRIP:** Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Destination: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Owner/operator of camping trip destination: \_\_\_\_\_

Number of girls registered in troop \_\_\_\_\_ Number of girls going \_\_\_\_\_ Ages \_\_\_\_\_ Number of adults going \_\_\_\_\_

- Certificate of Insurance is enclosed       Certificate of Insurance is on file with GSEM

**PURPOSE OF CAMPING TRIP:** \_\_\_\_\_

**CAMP ACTIVITIES:** Check those activities in which you expect to participate:

- Swimming       Boating       Other: \_\_\_\_\_

**ADULTS:** Complete where applicable:

**Certified First Aider** (Copy of First Aid, Adult CPR/AED and Child CPR/AED certifications required for processing. Wilderness First Aid is required when access to EMS is 30 minutes or more away from the trip's destination):

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Expiration date of certification: Adult CPR/AED \_\_\_\_\_ Child CPR/AED \_\_\_\_\_ First Aid \_\_\_\_\_

**Troop Camp Certified Adult** (Copy of certification required for processing):

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

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

**Type of Certification:**

- Troop Camp A-Z       Troop Camp Fast Track

**Lifeguard** (Copy of Red Cross certification required for swimming & boating if site does not provide personnel as required by *Safety Activity Checkpoints*):

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

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

**Certified Small Craft Safety Personnel** (Copy of Red Cross certification required for boating if site does not provide personnel as required by *Safety Activity Checkpoints*):

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

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

Other Adults (list names and addresses): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and phone number of nearest hospital/clinic: \_\_\_\_\_

Applicable emergency (ambulance, police/sheriff) phone numbers (911 service or local numbers): \_\_\_\_\_

\_\_\_\_\_

Time to access EMS services if needed? \_\_\_\_\_

**Contact Person:** Person to be contacted in case of emergency and available during entire time of trip:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

District/Neighborhood Manager's Name (print): \_\_\_\_\_

District/Neighborhood Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**D/N Manager's Comments:** I have reviewed this application and endorse the plans with the following comments:

\_\_\_\_\_

\_\_\_\_\_

**Troop Leader or Trip Organizer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Keep a copy of this application and email form & COIs or other certificate copies to Lisa Namnath, Director of Risk

Management at [lnamnath@girlscoutsem.org](mailto:lnamnath@girlscoutsem.org) or mail original with certification copies to:

**Girl Scouts of Eastern Missouri**  
**Attn: Senior Manager, Risk Management**  
**2300 Ball Drive St. Louis, MO 63146**