

Troop Trip Application Packet

Some of the most memorable moments in a Girl Scout's life happen while taking trips. Travel offers a wealth of opportunities for girls to develop leadership, confidence, and practical life skills. Girl Scouts is a great place for girls to learn how to plan and take exciting trips, because travel is built on a progression of activities—one activity leads to the next. As girls grow in their travel skills and can better manage the planning process, they can progress to longer trips—even international ones! Refer to the Girl Scout Travel Progression Chart in the Travel/Trips section of in [Safety Activity Checkpoints](#).

Who can take a trip?

- Registered Girl Scouts and registered, approved volunteers for the membership year during which the troop trip will take place. Distance and duration permitted vary by program level.
- Girl Scouts of Eastern Missouri ("GSEM") does not require a Troop Trip Application for day trips or daytime activities away from the regular troop meeting time and place, backyard camping, or non-camping local overnights at locations such as the YMCA, church or school.
- Daisies and older may participate in day trips and occasional, local overnights as listed above. Daisy troops participating in a local overnight experience must be accompanied by a leader and a registered parent or guardian for each girl.
- Brownies and older may participate in troop trips of up to two nights. Troop Trip Applications and supporting documentation must be submitted to the Director of Risk Management, four months prior to departure.
- Juniors and older may participate in regional trips of up to four nights. Troop Trip Applications and supporting documentation must be submitted to the Director of Risk Management, four months prior to departure.
- Cadettes, Seniors and Ambassadors may participate in national or international troop trips of any duration, but only if they have successfully participated in a progression of overnight and extended trips within Girl Scouting. Troop Trip Applications and supporting documentation for national trips must be submitted to the Director of Risk Management, four months prior to departure. International Troop Trip Applications and supporting documentation are due to the Director of Risk Management eight months prior to departure.
- Tagalongs and non-member or unapproved volunteers, parents or guardians may not attend troop trips

What is required for a troop trip?

- Troop Year End Report on file at Council for the most recent reporting period.
- Completed Troop Trip Application and supporting documentation.
- Adult supervision: refer to adult-to-girl ratios in Standard Safety Guidelines, [Safety Activity Checkpoints](#).
- General First Aider: refer to the Standard Safety Guidelines, [Safety Activity Checkpoints](#).
- Advanced First Aider when EMS is more than 30 minutes away, refer to the Standard Safety Guidelines, [Safety Activity Checkpoints](#).
- Proof of Commercial General Liability Insurance for each facility or vendor used. Make sure each certificate(s) of insurance (COIs) meets limits required by GSEM, refer to [insurance information](#) provided on the GSEM website.
- Supporting documentation/certification(s) for activities such as swimming, camping or canoeing, refer to activity specific guidelines in [Safety Activity Checkpoints](#).
- Council approval of any contracts and agreements. Submit completed, unsigned contract(s) and agreement(s) to the Director of Risk Management, allowing at least four weeks for review.

- [Health History and Annual Permission form](#), F-57, for each girl.
- [Girl Health and Permission Form for Travel](#), F-59, for trips that exceed two nights or international travel.
- [Adult Activity Waiver](#), VP-84, for each participating adult.
- Copies of passports for all participating girls and adults (international travel only).
- [Permission to Travel Form for Minors](#) (international travel only for all girls under the age of 18).

What type of insurance needs to be purchased for a troop trip?

[Basic Accident Activity Insurance \(Plan 1\)](#) is provided as part of the Girl Scouts of the USA (GSUSA) membership registration fee and covers every registered girl and adult member when they are participating in an approved Girl Scout activity of any length of time. Troops do not need to do anything to put this coverage in place. This coverage is automatic for those with a valid membership. Plan 1 insurance is secondary/supplemental to any insurance a member otherwise has in place at the time of the trip. However, in the event the member does not have any personal insurance in place at the time of the trip, Plan 1 insurance becomes primary insurance for the person at issue.

The Basic Plan 1 insurance does not cover medical expenses for “sickness” or “illness” on a trip that is un-related to the trip. For example, if a child or adult taking a trip develops appendicitis on the trip, that “illness” is not covered by the Basic Plan 1 insurance.

A troop can purchase Plan 3P Accident Plus Sickness Insurance for a trip. This will cover any sickness or illness that occurs on a trip, and Plan 3P insurance is “primary” insurance. If your troop is interested in purchasing Plan 3P insurance, please indicate this on your troop trip application form.

Also, when taking an international trip, it is strongly encouraged that you purchase additional Plan 3PI insurance for the added level of protection and benefit it provides.

See the Girl Scouts of Eastern Missouri web site for more information about [Insurance](#).

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| • Plan 3P (primary coverage): | Enrollment Form | Description of Coverage |
| • Plan 3PI (international): | Enrollment Form | Description of Coverage |

What Certificate(s) of Insurance are needed for a troop trip?

A Certificate of Insurance (COI) is a form that identifies how much insurance coverage the holder possesses. GSEM is obligated to ensure, to a reasonable extent, that external entities, such as vendors, program providers or collaborators, organizations, companies, sites or facilities used by our members are safe. One measure of safety is evidence of adequate insurance coverage.

- When planning a troop trip, obtain a COI from all external entities. COIs may be required for certain activities, modes of transportation, accommodations, etc., to verify that they meet GSEM’s insurance standards (a minimum total per occurrence limit of \$1,000,000 in primary commercial general liability, with higher limits for certain external entities, such as commercial bus transportation and watercraft)
- COIs must be issued with GSEM listed as a Certificate Holder. For high-risk activities, including but not limited to high adventure (such as challenge courses, rock climbing, zip-lining, etc.), hayrides, food- related and transportation, GSEM must also be named as an Additional Insured.
- If you need assistance obtaining a COI for a troop trip or have questions about whether a COI is needed for a trip, contact the Director of Risk Management. Further information about COIs can be found on GSEM’s [Insurance](#) page.

When transporting girls:

- Review and abide by Transporting Girls in Standard Safety Guidelines and the Travel/Trips section of [Safety Activity Checkpoints](#).
- The use of Uber, Lyft, Curb and other similar ridesharing companies is not permitted, because the safety, credibility and insurance of the drivers is far more difficult to qualify than traditional or well- known charter and rental companies, and complete auto insurance coverage is often unavailable for a majority of rideshare drivers.
- If you are traveling more than 5 hours or 300 miles in one day, all drivers must complete a [Check Driving Record Request](#) form. Driving records will be checked no sooner than 3 months prior to departure.

- If you will be renting a vehicle:
 - Provide copies of rental confirmation(s) including complete Terms & Conditions
 - Know that, as the renter, you are responsible for all damage to the rented vehicle(s). The contract(s) state(s) what costs are your responsibility in the event of damage or an accident. You may wish to accept the insurance coverage offered through the rental agency; use a credit card that offers vehicle rental insurance coverage to pay for the rental(s); and/or rely on your personal automobile insurance coverage to pay for any damage to the rental(s).
- Rent from a nationally recognized agency. Keep in mind, GSEM troops renting from Enterprise receive a discount (see [Enterprise Rent-A-Car Booking Guide](#)).
- The use of a 15 passenger van is prohibited unless a professional driver is employed.

When planning accommodations:

- Review and abide by Overnight Trips in Standard Safety Guidelines and the Travel/Trips section of [Safety Activity Checkpoints](#).
- If you will be camping for less than one week at a non-GSEM-owned site that is within, or no more than 100 miles beyond GSEM's boundaries, please do not complete the Troop Trip Application. Instead, submit the [Application for Camping on Non-Council-Owned Sites](#), C-9a to the camp department. For camping experiences more than 100 miles beyond GSEM's boundaries, submit the Troop Trip Application.
- You do not need to request COIs from nationally recognized hotel chains.
- Each girl must have her own bed. Girls can share rooms, but not beds.
- For overnight accommodations that are private residences, such as a family vacation home or relative's home, proof of insurance must be submitted four weeks prior to departure.
- Airbnb, VRBO, HomeAway and other personally owned accommodations for hire are permitted. However, because they are privately-owned, it can be difficult to qualify safety and credibility, so additional steps ahead of time are required for such accommodations to be approved:
 - Liability insurance from the host must cover the premises for commercial use, with a minimum of \$1,000,000 General Liability insurance.
 - The rental must be for exclusive use of the home. Other renters may not have access to the home during the rental period.
 - The space has smoke alarms, carbon monoxide detectors and fire extinguishers (these are noted as amenities on booking sites).
 - The home and host have substantial, positive visitor reviews. Do not book places with negative, few or no reviews. Look for superhost status on Airbnb.
 - Check the host's profile for identity verification. You may be asked to do the same, as a renter.
 - The local host or manager contact info is available for immediate needs.
 - Check state laws to see if Airbnb, VRBO, Homeaway and other similar accommodations are mandated to meet hotel laws and standards, so you know there is an extra layer of protection.

Additional information and resources for international travel:

- International trips are available to Cadettes, Seniors and Ambassadors who have successfully participated in a progression of overnight and extended trips in Girl Scouting.
- Obtain originals of [Permission to Travel Form for Minors](#) (signed by both parents/guardians and notarized) for any girl under the age of 18, and copies of passports that will be valid beyond the return date of the trip for all girls and adults. Also, submit copies of both to the Director of Risk Management.
- Enroll in the [U.S. Department of State's Smart Traveler Enrollment Program \(STEP\)](#). It is also recommended that you complete [GSUSA's International Intent to Travel form](#), as well as utilize [GSUSA's Global Travel Toolkit](#).
- Review the [Center for Disease Control and Prevention's website](#) for any health concerns for the countries to which you will be traveling.
- Periodically check the travel advisory/alert level(s) for the country you are visiting via the [U.S. Department of State's Bureau of Consular Affairs](#). Confirm that both girls and parents/guardians have this information. For Level 3 travel alerts ("reconsider travel"), further discussion and a potential change in location may be required. For Level 4 travel alerts ("do

not travel”), travel will not be permitted to those countries.

Ready to plan your trip? Here are some final guidelines:

- Girl Scouts take the lead when they travel, helping to build confidence and develop decision making skills. Ensuring trips have the recommended adult-to-girl ratio, rather than too many adults, allows girls to let their leadership skills shine! Start travel experiences with Daisies by inviting parents to join field trips and day trips where they support girls while they plan their trip. If girls are not prepared to take shorter outings without a parent/guardian, they are not ready for more intensive trips.
- It is recommended that you keep copies of all forms you submit for your trip. Submit forms to Girl Scouts of Eastern Missouri, ATTN: Senior Manager, Risk Management, 2300 Ball Dr., St. Louis, MO 63146 or email to lnamnath@girlscoutsem.org.
- Failure to abide by the timeframes and deadlines identified in these guidelines is grounds for denial of the troop trip application. After the troop trip application is submitted, the Director of Risk Management will notify the trip leader, troop leader, parents/guardians and/or neighborhood manager which aspects of the trip are approved, or not approved or that the trip itself is not approved and must be canceled.
- Refer to [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) for guidelines and standards, including those for activities, health and safety, transportation and accommodations. Further information about Girl Scout travel can be found on [GSEM's Travel page](#).
- Scholarships are not available for individual, troop, neighborhood or district travel.
- If the troop is paying for any adults, the troop may pay for no more than the number of adults needed to meet the required adult-to-girl ratio.
- The troop should not make final payments for transportation, accommodations, activities, etc., until the trip has been given final approval by the Director of Risk Management.
- Ensure the Troop Year-End Report for the most recent reporting period has been completed and submitted to Council.
- The Director of Risk Management will email final approval and requirements for the trip to the trip leader, troop leader and neighborhood manager. **Have fun!**

Troop Trip Leader Checklist

This form can be utilized by the trip leader to assist in planning. It does not need to be submitted to council.

It is recommended that you keep copies of all forms submitted for your trip. The Troop Trip Application and supporting documentation can be mailed to Girl Scouts of Eastern Missouri, ATTN: Senior Manager, Risk Management, 2300 Ball Dr., St. Louis, MO 63146. You can also submit this information via email to lnamnath@girlscoutsem.org. If you have questions, you may call the Senior Manager, Risk Management at 314.592.2317.

- ☐ I have reviewed [Safety Activity Checkpoints](#) and [Volunteer Essentials](#) for all guidelines and standards applicable to our trip, including those for travel/trips, specific activities, health and safety, transportation, and accommodations.
- ☐ I mailed/mailed our Troop Trip Application to the Director of Risk Management on _____.
- ☐ All girls are registered members of Girl Scouts of Eastern Missouri for the Girl Scout year during which the trip will take place.
- ☐ All accompanying adults are registered and approved (background checked) members of Girl Scouts of Eastern Missouri for the Girl Scout year during which the trip will take place.
- ☐ I mailed/mailed copies of our General First Aider or Advanced First Aider certification to the Director of Risk Management on ____.
- ☐ We will be participating in activities that require additional certification(s) (swimming, camping, canoeing, etc.). I submitted copies of the required qualification(s)/certification(s) to the Director of Risk Management on _____.
- ☐ We received a contract and/or agreement for an accommodation, activity, etc. I mailed/mailed the completed, unsigned contract(s) and/or agreement(s) to the Director of Risk management on _____.
- ☐ We are renting a vehicle. I mailed/mailed a copy of the rental confirmation(s) and Terms and Conditions to the Director of Risk Management on _____.
- ☐ One or more adults will be driving on our trip for 5+ hours or 300+ miles in one day. I mailed/mailed a [Check Driving Record Request form](#) for each driver to the Director of Risk Management on _____.
- ☐ We wish to purchase additional insurance. I mailed an insurance enrollment form and check to the Director of Risk Management on _____.
- ☐ We are staying at an Airbnb, VRBO, HomeAway or other personally owned accommodation for hire and have completed the additional steps required for such accommodations to be reviewed. This documentation was mailed/mailed to the Director of Risk Management on _____.
- ☐ There is additional information I need to obtain for my trip to be approved, such as certificate(s) of insurance (COIs) needed for certain activities, modes of transportation, accommodations, etc. I mailed/mailed this documentation to the Director of Risk Management on _____.
- ☐ We will be traveling internationally. I mailed/mailed copies of [Permission to Travel for Minors](#) forms for each girl under the age of 18, and copies of everyone's passport to the Director of Risk Management on _____.
- ☐ Our Troop Year End Report for the most recent reporting period was submitted to Council on _____.

The Director of Risk Management approved our Troop Trip on _____. Hooray! During the trip, I will always carry with me:

- [Health History and Annual Permission form](#), F-57, for each girl
- [Girl Health and Permission Form for Travel](#), F-59, for trips that exceed two nights or international travel
- [Adult Activity Waiver](#), VP-84, for each participating adult
- [Permission to Travel Form for Minors](#) (international travel for all girls under 18)
- Passport copies for all participating adults and girls



Troop Trip Application

Due to Council four months prior to departure for domestic trips and eight months prior to departure for international trips.

Date Submitted: _____ Troop #: _____ Neighborhood: _____ District: _____

Level(s) at time of departure: ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Ambassador

Note: As of June 1, girls are at the next grade level. For example, a girl entering fourth grade in August of this year can participate as a fourth grade Junior on June 1 of this year.

Troop Leader: _____

Email: _____ Phone: _____

Street Address: _____ City, State, ZIP: _____

Trip Leader (if different than Troop Leader): _____

Email: _____ Phone: _____

Street Address: _____ City, State, ZIP: _____

Role in troop and leadership experience: _____

Trip Information

Purpose of trip: _____

Destination(s): _____

Departure date: _____ Return date: _____

Duration:

☐ 1-2 nights (Brownies and up) ☐ 3-4 nights (Juniors and older) ☐ 5+ nights (Cadettes and older) ☐ International (Cadettes and up)

We wish to purchase additional activity and sickness Insurance:

☐ Plan 3P ☐ Plan 3PI (international travel only) OR ☐ Declining insurance, with parent/guardian agreement

of girls in troop: _____ # of girls participating: _____ # of adults accompanying: _____

If all girls in the troop are not participating, provide reason: _____

☐ Yes ☐ No All parent/guardians in the troop have been informed of the troop trip and permission has been obtained.

☐ Yes ☐ No All accompanying adults have reviewed and support this application.

Participating girls' first and last names and age at the time of departure (attach additional sheet of paper if more than 12 girls are participating):

All accompanying adults (attach additional sheet of paper if more than four adults will accompany the troop):

1. Name: _____ Phone: _____

Email: _____ Address: _____

2. Name: _____ Phone: _____

Email: _____ Address: _____

3. Name: _____ Phone: _____

Email: _____ Address: _____

4. Name: _____ Phone: _____

Email: _____ Address: _____

If traveling internationally, which adult has international travel experience? _____

Certifications and Activities

- Who is the adult certified in First Aid and Adult and Pediatric CPR/AED? _____
(Attach their CPR/AED certification and their medical provider license in lieu of a First Aid certification OR their Adult and Pediatric First Aid, CPR/AED certification).

If any of the below apply to your trip, complete, and attach the appropriate certification(s). If not, mark "N/A." Refer to [Safety Activity Checkpoints](#) and [Volunteer Essentials](#) for guidelines and standards for the below and any other activities.

- If the troop will be swimming, what is the name of the location or facility they will be swimming at? _____

Provide the lifeguard's name and a copy of their American Red Cross lifeguard certification OR documentation stating that the facility you are visiting has an American Red Cross Lifeguard on duty during swimming activities. _____

For open water/oceans, lifeguard(s) must be Beach Lifeguard Certified; Basic Lifeguard Training is not sufficient.

- If camping, what is the name of the certified troop camper? _____
- If 30+ minutes from EMS, provide the name and attach the appropriate certification for the Advanced First Aider. _____
- If your troop is participating in an aquatic small craft activity, provide the name of the qualified instructor and documentation of their activity-specific qualifications. _____

Are specific qualification(s) or certification(s) required for any other activities your troop will be doing? If so, what are the activities, and who is/are the qualified/certified individual(s)? ([Check Safety Activity Checkpoints](#) and note activities that require certifications and/or additional training.)

Transportation and Overnight Accommodations

During the trip, the following form(s) of transportation will be used

- ☐ Privately-owned vehicle(s)
☐ Rented vehicle(s) - attach copy(s) of rental confirmation including complete Terms & Conditions

☐ Bus ☐ Train ☐ Airplane ☐ Ship Other: _____

Adults who will be driving during the trip: _____

During the trip, the following accommodation(s) will be used (attach additional sheet if needed):

Name: _____ Type (hotel, cabin, campground, etc.): _____
Phone #: _____ Address: _____

Planning and Troop Funds

Girls' part in planning: _____

Adults' part in planning: _____

Troop's previous trip location(s)/experience: _____

Approx. total cost per participant: \$ _____
 x _____ # of participants for which troop funds may be used (if troop is
 paying for any adults, troop may pay for no more than the number
 of adults required to meet the required adult-to-girl ratio and/or
 drive)
 = \$ _____ Approximate total cost of troop trip

Estimated budget for troop for: \$ _____ Transportation \$ _____ Accommodations
 \$ _____ Activities \$ _____ Food
 \$ _____ Insurance \$ _____ Emergencies
 \$ _____ Other (specify): _____
 Amount raised by troop: \$ _____

If "amount raised by troop" does not cover "approx. total cost of trip for troop," how is remaining cost being paid? _____

How will funds be safeguarded during the trip? _____

What are the plans for the troop funds if the trip is not carried out? _____

Itinerary

Attach additional sheet if your itinerary does not fit on this page. You may also attach an itinerary that your troop has already prepared.

☐ Yes ☐ No Did you receive any contracts and/or agreements for an accommodation, activity, etc.?

If so, attach copy(s) of completed, unsigned contracts(s)/agreement(s).

Day	Date	Mode(s) of transport and approximate travel miles if driving	Itinerary for the day (activities, names of vendors/providers, meals, etc.)	Name(s) of overnight accommodations
1				
2				
3				
4				
5				
6				
7				

At Home Emergency Contact

Emergency contact available during the entire duration of the trip who has contact information for all families.

Name: _____ Email: _____

Day Phone: _____ Evening Phone: _____

Address: _____

Relationship to troop: _____

Alternate Trip Leader/Adult

If the trip leader is unable to lead the trip, this person will assume trip leadership. If only two adults are accompanying the troop, list a third adult here as an alternate to ensure the adult-to-girl ratio will be met.

Name: _____ Email: _____

Day Phone: _____ Evening Phone: _____

Address: _____

Relationship to troop: _____

Neighborhood Manager Approval

The district manager should sign if the neighborhood manager is involved with the troop going on the trip.

I have reviewed this application and endorse the trip with the following suggestion(s): _____

Printed name: _____ Manager of: District: _____ Neighborhood: _____

Signature: _____ Date: _____

Trip Leader's Signature

I have read and understand the information and guidelines provided in the Troop Trip Application Packet. By signing this application, I verify that the information provided is accurate. I also understand that if, for any reason, trip plans change after this application has been approved, I will promptly notify the Director of Risk Management.

Printed Name: _____

Signature: _____ Date: _____

It is recommended that you keep copies of all forms you submit for your trip. Submit forms to Girl Scouts of Eastern Missouri, ATTN: Senior Manager, Risk Management, 2300 Ball Dr., St. Louis, MO 63146 or email to Inamnath@girlscoutsem.org.