

Troop Trips & Travel Training

girl scouts 
of western ohio



888.350.5090 | gswo.org
customer care@gswo.org



In Partnership With:



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5 Ways Girl Scouts Builds Girl Leaders

Traveling with Girl Scouts is unique because girls take the lead—during the planning and on the trip. This builds their skills, develops their confidence, and teaches them how to overcome challenges and practice collaboration.

Girl Scouts' mission is to build girls of courage, confidence, and character, who make the world a better place. Since 1912, girls have explored new fields of knowledge, learned valuable skills, and developed strong core values through Girl Scouts. Today Girl Scouts is, as it always has been, the organization best positioned to help girls develop important leadership skills they need to become successful adults.

At Girl Scouts, guided by supportive adults and peers, girls develop their leadership potential through age-appropriate activities that enable them to discover their values, skills, and the world around them; connect with others in a multicultural environment; and take action to make a difference in their world. These activities are designed to be girl led, cooperative, and hands-on—processes that create high-quality experiences conducive to learning.

When girls participate in Girl Scouts, they benefit in 5 important ways:



STRONG SENSE OF SELF

Girls have confidence in themselves and their abilities, and form positive identities.



POSITIVE VALUES

Girls act ethically, honestly, and responsibly, and show concern for others.



CHALLENGE SEEKING

Girls take appropriate risks, try things even if they might fail, and learn from mistakes.



HEALTHY RELATIONSHIPS

Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.



COMMUNITY PROBLEM SOLVING

Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.

Getting Started

Getting Started

To complete this training, at least one leader attending the trip will need to complete the “*240 Troop Trips and Travel*” module on gsLearn. By completing this training, leaders are acknowledging that they understand and agree with Council policies, are following policies and safety guidelines, and are taking responsibility for the trip.

Course Objectives

By the end of this session, you will:

- Be able to define progression and readiness factors for girls.
- Be prepared to plan, implement and evaluate a trip or overnight with girls.
- Know the safety standards that apply to trips and overnight activities.

Training Requirements for Trips

Troop Trip Training is required for at least one leader attending the trip. Completing this training will allow the troop to take day, overnight, and high risk trips. It also serves as a pre-requisite for additional trainings required for camping. The type of trip your troop is participating in will determine the type of training required. Training can be completed in person or on gsLearn. Please see the chart below to determine what additional trainings you may need.

*Troop Trip Training is a pre-requisite

Type of Trip	Required Training
Day Trip, Overnight Trip, High Risk Activity	Troop Trip Training
Overnights at camp lodges	Lodge Camp Training*
Trips that include camping and outdoor skills	Troop Camp Training*

Troop Trip Approval Process

To go on a Troop Trip, at least one adult member attending the trip must complete the Troop Trips and Travel Training. Once they have taken the required Troop Trips and Travel Training, they are approved to coordinate trips following the council guidelines and Safety Activity Checkpoints.

When a troop is participating in certain types of trips, they must notify Council by completing the Troop Trip and Activity Notification Form. This form can be completed online at gsw.org and is found by following this path: Girls & Families/ Ways To Participate/ Travel/ Troop Trip and Activity Notification Form.

The Troop Trip and Activity Notification Form must be submitted to Council for these trips:

- Any trip over 100 miles
- High Risk
- Extended Trips (five or more nights)
- International Trips

Type of Trip	Turn your notification form in <u>no later than:</u>
Trips less than 100 miles	No form needed
High Risk activities	1 month prior
Day/Overnights over 100 miles	1 month prior
Extended Trips (5 nights or more)	6 months prior
International Trips and travel outside of the continental U.S.	No less than 6 months

Trips that take place at council-owned properties do not require the Troop Trip Notification Form. Troops must instead visit our online property reservation site, Double Knot to reserve a GSWO property.

All other trips require this training, permission slips, and health history forms to be collected. Forms are to be kept with troop at the time of travel.

Once a Troop Trip and Activity Notification Form has been submitted a notification will be sent via email notification that the form has been received by Customer Care. A Program Manager will then reach out and either approve the trip or request additional information provided before they can approve the trip.

Troop Trip Approval Process Continued

Items that commonly need to be submitted include:

- **Additional Insurance**- required for trips including non-members-participating and for trips lasting longer than 2 nights.
- **Certificate of Liability Insurance**- required for all high risk activities. Troops will contact the activity provider and request a copy of their Certificate of liability insurance (i.e. horseback riding, non-council challenge courses, rafting, swimming, archery, boating, skiing, caving, amusement parks, bicycling, skating, backpacking, canoeing, Airbnb, VRBO, HomeAway, etc.)
- **Lifeguard** – if swimming or boating. When using a staffed public facility, lifeguards will be provided. At beaches or waterfronts, make sure a lifeguard will be on duty (copy of certificate, and name/or written documentation from facility that a lifeguard will be on duty).
- **Trip Budget**
- **Trip Itinerary**
- **International Trip Forms**- required for International Travel. Once your International Troop Trip has been submitted (at least 6 months prior to the trip) a Program Manager will provide these forms for your trip.

Review the *Safety* section of *Volunteer Essentials*. Pay special attention to the *Transporting Girls* and *Troop Trips and Travel Safety* tabs. Any additional questions about Troop Trips can be directed to a Program Manager in your region.



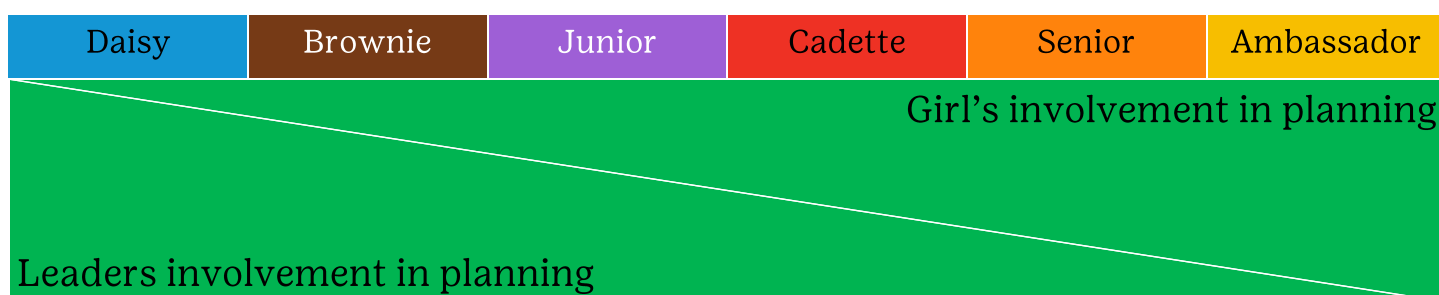
Unit 1: Progression, Planning, and Evaluation



Progression

Progression is an important aspect of the Girl Scout Leadership Experience. As a Girl Scout leader, you should plan to integrate progression into your troop year.

Progression in Girl Scouts is the continuing development of girls and adults. As you plan your troop year with your girls, you should build on skills already learned, and progress toward further development of those skills. The goal of progression is to ensure that each girl is ready for the group activity, and that the girls gradually develop the skills and self-confidence needed to complete the activity. A gradual development of skills will build confidence and self-esteem in the girls. When done properly, the girls will have increased abilities to plan their year with you as represented in the chart below.



Progression by Grade Level	
Daisy	Brainstorm ideas in the Daisy circle and vote on one to do.
Brownie	Discuss activities they want to do, narrow down the list, and vote on one. Then ask girls for suggestions on where they can do that activity.
Junior	Decide where to go and what to do. Plan portions of the trip in patrols. Leaders advise as needed to help girls keep ideas realistic and age appropriate.
Cadette	Participate in trips or three days of longer, where almost all of the planning done is done by the girls. Start combining experiences like camping with exploration and travel. Begin to share experiences with others.
Senior	Participate in extensive travel opportunities where all the planning is done by the girls. Share experiences and expertise with younger or in-experienced groups.
Ambassador	



girl scouts

Travel Progression

Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. Travel fun can be endless when girls lead.

Independent Travel

Cadette, Senior, and Ambassador girls with travel experience can travel nationally or internationally independently through council-offered travel opportunities or GSUSAs Destinations program. Check with your council, or visit the Girl Scout Destinations website!

International Trips

Travel the world! These life-changing trips usually take one to three years to prepare. Consider visiting a WAGGGS World Centre!

Keep it girl-led: girls download the Global Travel Toolkit and plan their entire trip (including learning about the language, culture, passports and visas, exchange rates, etc.). (Extended trip insurance required.)

National Trips

Travel the country! Trips often last a week or more. Girls should think beyond a typical vacation location and consider historical sites, museums, or national parks!

Keep it girl-led: girls lead the entire planning process and might add a community service or Take Action project. (Extended trip insurance required.)

Regional Trips

Spend three to four nights away somewhere a few hours from home.

Keep it girl-led: girls plan key details of the trip, such as the activities, the budget, the route, and lodging. (Extended trip insurance required.)

Overnights

Start with one night, maybe at a camp or museum. Progress to a weekend trip in a nearby city or state park.

Keep it girl-led: girls plan the activity and meals, create travel games, and pack their own overnight bags.

Day Trips

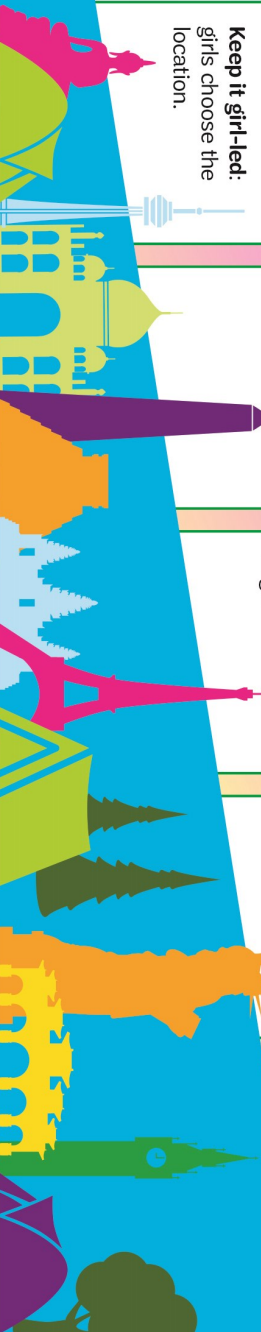
Take an all-day trip!

Keep it girl-led: girls choose the location and activity (perhaps working toward a badge) and make plans for lunch.

Local Field Trips

Get your travel feet wet! Walk to a nearby garden, or take a short ride to a firehouse or other local spot.

Keep it girl-led: girls choose the location.



When moving up to each level of the progression, consider girls' independence, flexibility, decision making, group skills, and cross cultural skills.

Check with your council about age requirements. Girls should have experience at every level of the progression before moving on to the next level. For regional travel, girls must be Juniors or older. For national and international trips, girls must be Cadettes or older.

Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out! Outdoor fun can be endless when girls lead.

Adventure Out

Plan and take an outdoor trip for several days.

Learn and practice a new outdoor skill.

Learn a new outdoor cooking skill.

Develop first-aid skills and use safety check points.

Budget, schedule, and make arrangements.

Participate in an environmental service project.

Teach and inspire others about the outdoors.

Imagine new experiences to be had outdoors.

Practice all Leave No Trace principles.

Camp Out

Plan and take a 1- to 2-night camping trip.

Take more responsibility for planning.

Learn and practice a new outdoor skill.

Learn a new outdoor cooking skill.

Plan a food budget, then buy and pack food.

Practice camp-site set up.

Plan an agenda that includes fun activities.

Explore/protect the surrounding environment.

Sleep Out

Plan and carry out an overnight in a cabin/backyard.

Discuss what to pack for the sleep out.

Learn to use and care for camping gear.

Learn and practice new outdoor skills.

Plan a menu with a new cooking skill.

Discuss campsite organization.

Plan time for fun activities.

Cook Out

Plan and cook a simple meal outdoors.

Make a list of gear and food supplies needed.

Learn and practice skills needed to cook a meal.

Review outdoor cooking safety.

Practice hand and dish sanitation.

Create a Kaper Chart for the cookout.

Explore Out

Plan and take a short and easy hike.

Discuss what to take in a day pack.

Dress for the weather.

Plan a healthy snack or lunch.

Learn how to stay safe in the outdoors.

Move Out

Plan and take a short walk outside.

Discuss being prepared for the weather.

Do activities to explore nature.

Plan and carry out an indoor sleepover.

Meet Out

Step outside to look, listen, feel, and smell.

Share what was observed.

Learn more about what was discovered.

Look Out

Share past experiences in the outdoors.

Talk about favorite outdoor places and why they're special.

Wonder what else can be seen in the outdoors.

LEAVE NO TRACE PRINCIPLES:

Plan Ahead & Prepare

Leave What You Find

Respect Wildlife

Minimize Campfire Impacts

Travel & Camp on Durable Surfaces

Dispose of Waste Properly

Be Considerate of Other Visitors

Planning

Is Your Troop Ready for an Overnight Trip?

Girls will enjoy their trip experiences best if they have previous experiences to prepare them. Taking a group of girls on a trip with no preparation is likely to lead to frustration and confusion on the part of both girls and adults. The experience of each girl and how ready she is for an overnight experience away from family and familiar surroundings will greatly affect how she feels and how enjoyable the experience will be for her. Readiness in girls is checking where they are when it comes to their emotions, physical ability and skills for living away from a parent/guardian.

Review the chart below. In the right hand column, write down some actions you and the other adults supporting the troop can take to help girls become ready for an overnight troop trip experience.

Types of Readiness	Readiness Indicators
Emotional Readiness	<ul style="list-style-type: none"> • Not afraid to be away from home overnight • Not afraid to be away from parents/guardians overnight • Parents/guardians are prepared to let their girl go • Wants to go • Is willing to sleep, eat and play with all girls, not just friends <ul style="list-style-type: none"> • Can cope with unknowns, such as: <ul style="list-style-type: none"> <input type="checkbox"/> Strange places (including outdoor bathrooms) <input type="checkbox"/> Strange places (including outdoor bathrooms) <input type="checkbox"/> Darkness <input type="checkbox"/> Woods and night noises <input type="checkbox"/> Spiders, bugs, worms • Can manage with little or no privacy • Doesn't always have to have her own way
Physical Readiness	<ul style="list-style-type: none"> • Has stamina, does not tire easily • Strong enough to carry own gear, bedroll/sleeping bag • Has coordination for planned activities and jobs (sleeping, hiking, sweeping, mopping, moving chairs and tables, etc.) <p>(Adjustments should be made for physical needs and differences of girls.)</p>
Skills and Knowledge for Age-Level	<ul style="list-style-type: none"> • Can plan simple activities • Can read a recipe and help with cooking • Can follow a kaper chart • Can use kitchen implements • Can wash and disinfect dishes <ul style="list-style-type: none"> • Can clean up the kitchen and cooking area • Is able to store food properly • Can make up her bed • Can clean a toilet • Can use a flashlight
Proven Ability and Experience	<ul style="list-style-type: none"> • Has previously followed instructions satisfactorily • Has previously been on day trips without difficulties • Has demonstrated the ability to pack and repack personal gear, sleeping bag or bedroll
What Actions Can be Taken to Prepare the Girls based on the checked items?	

Six Steps to Planning a Trip or Overnight Experience

Being Girl Led is one way that Girl Scouting is unique from other organizations. In Girl Scouts, the girls take the lead. They are involved in all aspects of planning, implementing and evaluating their experiences. The adults guide the girls for a successful experience. Below you will find six steps to planning with girls for a day or overnight trip experience.

STEPS	TO A TRIP
1. Think ahead	Check out the Girl Scout Journey books and the Girls’ Guide to Girl Scouting according to the interests of the girls in your troop. Look in Volunteer Essentials and Safety Activity Checkpoints for information on council policies and safety standards. Consider facilities, time of year, cost, and purpose for the trip, the girls’ experience level and the Council Goals.
2. Get ideas from the girls.	Share some of your research from Step 1 with the girls. Have the girls look into their Girl Scout Journey books and Girls’ Guide to Girl Scouting. Involve them in the planning by asking them some questions. Where do they want to go? What do they want to do? For older girls, you could break out into patrols and have girls brainstorm ideas for the trip. Come back together and compile a master list.
3. Sift through ideas, decide on a trip and create your plan with the girls.	Prioritize, decide, and come up with a plan for the trip. Assign different planning responsibilities to different patrols—meals, activities, permission forms and transportation, etc. Always have a back-up plan; for example, in case weather forces one activity to be cancelled.
4. Inform parents, other adults and council.	Communicate with parents and other adults working with the troop. Be specific in enlisting support—drivers, grocery shoppers, etc. Distribute necessary paperwork (Permission Slips, High-Risk Activity Forms, etc.) Submit a Troop Trip and Activity Notification Form to council, if necessary.
5. Implement and discuss.	Gather your adults, girls, supplies, drivers and go. Help girls to see the advantages of their pre-planning as the trip progresses. Perhaps have a “Plan B” in mind, in the event that things don’t go according to the original plan.
6. Evaluate during and after the experience.	Review the experience as it is happening and at your next troop meeting. During the activity, ask the girls open-ended questions about what they see, how they feel, what they like so far and so on. At the next meeting, continue to review by asking questions designed to make girls think. What went well? What was your favorite thing? What were the surprises? What could we do better next time? Are we ready to step up to a bigger trip? Do we want to try a different place or a different season of the year?

Sample Planning Calendar

When preparing and planning for a trip, it will take several meetings with the girls before they will be ready to leave for their adventure. Below is a sample calendar that will guide you through six meetings of planning with girls. It may or may not take six weeks to prepare the girls. You will need to be the judge.

Meeting #	Meeting Content/Discussion with Girls	Leader Activities*
1	<p>Discuss the trip with girls. Explain what a troop trip is.</p> <ul style="list-style-type: none"> • Have girls brainstorm where they would like to go and discuss location options with them. • Discuss what type of activities they could do on the trip. • Discuss what it may cost to go on a trip. Have the girls brainstorm all cost. How will they pay for it? 	<ul style="list-style-type: none"> • Research the location options. • If girls make a decision on where they would like to go, make the site reservations. • Begin communication with parents regarding the upcoming trip.
2	<p>Discuss the menu with girls.</p> <ul style="list-style-type: none"> • What would the girls like to eat? Are they experienced with cooking? What would be appropriate? Do you have to consider food allergies? • Brainstorm meal ideas and begin to create a menu and a shopping list. 	<ul style="list-style-type: none"> • Find out from parents and Health History forms if girls have food allergies. • Begin to recruit for adult support, volunteers to help with shopping for supplies (with the girls), drivers to get girls to and from camp, chaperones, etc.
3	<p>Discuss activities that the girls want to do.</p> <ul style="list-style-type: none"> • Begin to make a list of activities and supplies needed. Discuss with girls how they will come up with any supplies. • Begin to plan the schedule for the trip. • Learn a fun song or Girl Scout grace. 	<ul style="list-style-type: none"> • Add to your shopping list and to the budget any supplies needed for activities. • Confirm with parents when shopping will take place.
4	<p>Work on skills.</p> <ul style="list-style-type: none"> • Discuss trip safety and the buddy system. Randomly pick buddies for each Girl Scout. • Practice simple first aid (if age appropriate). • Send permission slips home with the girls. 	<ul style="list-style-type: none"> • Ensure that a certified First-Aid and CPR adult and First-Aid kit is lined up for the trip. • Plan the shopping list; make sure your adults are confirmed to help the girls shop. • Begin to put your equipment together.
5	<p>Discuss expectation and behavior for the trip.</p> <ul style="list-style-type: none"> • Create behavior guidelines for the trip experience. • Implement a game or have the girls identify items to pack and not to pack. • Begin to gather permission slips. 	<ul style="list-style-type: none"> • Create poster board with the guidelines the girls created. • Give the girls a list of what to pack and not to pack.
6	<p>Discuss kapers (chores) and have the girls create their kaper chart.</p> <ul style="list-style-type: none"> • Review the trip agenda with everyone. • Collect permission slips. • Answer any questions the girls may have. 	<ul style="list-style-type: none"> • Confirm with all adults/drivers and ensure screening process and registration are complete. • Ensure you have permission slips and Health Information and Release Forms for all girls/adults. • Ensure you have everything need for what girls planned.

*Seniors and Ambassadors are able to do many of these Leader Activities.

Evaluating with Girls During the Trip

Asking Good Questions:

A key process in implementing the Girl Scout Leadership Experience is experiential learning or learning by doing. The trip experience is a perfect environment where girls learn by doing. Asking good questions **before, during and after** the trip will help you, your girls, and other adults learn from the experience. It teaches girls to be inquisitive and question their own experiences. This will help the girls create meaning and apply it to future experiences. Here are some questions to ask:

- What would you change about our menu, location or activities?
- What was your favorite part of the trip?
- What did you learn from the planning and trip experience?
- What did you see and hear on the trip?
- What did you like and not like?
- What will you do differently next time we go on a trip?

As you implement the trip with girls, take some time to ask the girls questions throughout the experience. What does this look like? Here are some suggestions on how to engage the girls in evaluating their experience without them even knowing it is happening.

Thumbs Up, Thumbs Down

This is a quick and easy way to gauge how the girls feel about the experience. After they have their first meal and they are waiting to start the next activity ask, “How do you think breakfast went? Did we work well together? Thumbs up for yes, Thumbs down for no.” Then ask probing questions based on how the girls rated the experience, “Sally, why do you have a Thumbs down?”

On a Scale of 1 to 10

This is another quick and easy way to get the girls evaluating and talking about their experience on their trip. When doing a sit down activity or waiting for the next step to begin, ask the girls to rate from 1-5, 1-10 or 1-100 (you can create the scale) what they think about their lodge camp experience. Tell them 1 = “yuck, the worst experience of my life” and 10 = “this is great, the best experience ever.” You can choose the words for the scale. As they give you a number, ask them to explain why.

Name One Thing

As you are wrapping up your first day of your experience or an activity, ask these three questions: “Name one thing you liked about today (or the activity). Name one thing you did not like. Name one thing you would change.” As the girls discuss their one thing, ask them to explain why they liked it or why they would change it.

Evaluating with Girls After the Trip

The trip is over! The girls and adults had fun. It's now time to formally evaluate the experience and see how the girls feel about the trip and what they can do to improve the planning and experience the next time.

There are multiple ways to evaluate with the girls. Write down what you hear from them, put it with the paperwork from the trip and pull it out when they are ready to plan another adventure. Here are some ideas to evaluate with girls:

Evaluation Tools

Evaluation takes many forms. As your girls grow, your techniques for evaluation will evolve as well. You will get to know the girls in your troop better and be able to judge which techniques encourage them to share the most.

Bull's Eye

Draw a large bull's eye on a piece of newsprint. Have the girls use stickers to gauge their feelings about being "on target" or "way off." Example, use your bull's eye as a way to see how the girls feel about their success with the trip.

Mural

Place a large sheet of butcher paper on the wall or on a long table. Ask the girls an open-ended question. For example, "Since we have been planning a trip to COSI, what have we learned about planning a trip? Supply paints and markers and have the girls draw pictures and write in response to the question. This activity can be done on a regular basis (weekly, monthly, etc.).

Pictures

Have each girl cut out magazine pictures or draw something in response to a question. This tool works best with a before or after question. For example: Have the girls find or draw a picture about how they felt before they had to plan the trip, while they were on the trip and then after the trip when it was over. Have the girls share their pictures and explain them to the troop.

Don't forget to share the success of the experience with the parents!

Tell them how you saw their daughter succeed and grow while she participated.

Unit 2: Trip Safety



First Aid Policies

A First Aider is an adult volunteer who has taken Girl Scout-approved first-aid and CPR training that includes specific instructions for child CPR.

- A First Aider must be available on all trips and have a First Aid kit along with them at all times.
- Information on First Aid kits and medications can be found in the boxes below and in Volunteer Essentials.
- Emergency procedures can be found in the current Volunteer Essentials.
- Access the Incident/Accident Report form on our website on the Forms and documents page for serious emergencies.
- Serious injuries should be reported immediately using the council emergency numbers.

First-Aid Kit

An effective, yet inexpensive First-Aid kit can be made by using a container that has a plastic lid. Other good containers are a tackle box or a fanny pack. Contents can be found around the home or purchased at a minimal cost. Troop members can help obtain needed items. Look at the resource list in the appendix for a link to a list of necessary items a First-Aid kit should contain.

Medications

Parents or guardians of girls who take prescribed medications (for example, allergy pills) should inform leaders in advance. Over-the-counter or prescribed medications should be in the original container and administered in the prescribed dosage by or in the presence of the responsible adult as per the written instructions of a custodial parent, guardian or physician. Also, each girl must bring her own sunscreen and non-aerosol insect repellent from home and the girl's name should be clearly marked on the container. Sharing of these items is not permitted as some people have allergic reactions to certain types of sunscreen and insect repellent. The "OTC Prescription Medication Form" is a resource that your troop First-Aider can use to help you manage your troop's medications.

Emergency Preparation

An emergency contact person(s) should be available at home for the duration of the event or trip. The emergency contact person should be an adult who is willing to communicate with families and the troop in case of an emergency. The family of each girl should have the name and phone number of the emergency contact person.

The emergency contact person's packet should include the following checklist:

Names and phone numbers of everyone attending	Phone number of nearest police location
Names and phone numbers of all drivers	Schedule of activities
Name of, directions and phone number where you are going/staying (hotel, activity site, etc.)	Council emergency number

Emergency Phone Numbers:

Use this number after hours and on weekends to report a serious accident or emergency:
Councilwide: 513.619.1398

Safety Policies

As Girl Scout activities keep pace with an ever-changing world, ensuring the health and safety of the girls is paramount. Safety is the responsibility of girls and adults alike. When Girl Scouts learn about safety, more activities are within their reach. The two key resources for safety information are Volunteer Essentials and Safety Activity Checkpoints.

Please review the Safety section in [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) on gswo.org for additional safety information beyond the key points outlined in this planning guide.

The information outlined on the next few pages will cover some key areas of safety to help the troop get started with planning the trip. Links to all forms are located later in this packet.

Trip Safety Preparation

The information outlined on the next few pages will cover some key areas of safety to help the troop get started with planning the trip. Links to all forms are located later in this packet.

Every troop must have for their trip:

- A submitted Troop Trip and Activity Notification Form for:
 - ◊ Any trip that is more than 100 miles from your regular meeting place
 - ◊ Any trip that includes a high-risk activity
 - ◊ Extended and International Trips
- Parent/Guardian Permission Forms and Health Information and Release Form placed in first aid kit or readily available.
- Proper girl/adult ratios, including the correct number of fully approved and registered adults.
- Insurance forms and an Incident/Accident Report Form placed in First-Aid kit or readily available.
- Additional Insurance. (If necessary.)
- At least one person certified in First-Aid/CPR in attendance for the duration of the trip. Make sure your First-Aider is among the first to arrive.
- Fully stocked First-Aid kit.
- Notification of any medications taken by troop/group members and written permission and instructions for dispensing from the parent/guardian with the First-Aider. See more information in the section on First-Aid.
- Appropriate sleeping arrangements, if the trip is an overnight.
- A designated emergency contact person. (An adult, not on the trip, who is willing to communicate with families and the troop in case of an emergency.)
- Troop Leader ensures that the Volunteer Driver Policy is enforced. Review the Transporting Girls section under Safety in Volunteer Essentials .

Permission Forms

Permission forms are required if you are meeting at a time or location different from your regular meeting place or if transportation is involved. Permission forms must be signed by the custodial parent/guardian. Be certain that an emergency phone number is listed in case contact is necessary. An adult who can be reached by phone should have the names and phone numbers of all persons traveling with the group. This prevents the leader from having to make numerous phone calls. You can choose to make your own permission form, or use the one that we have available on our website. Make sure to check the high risk box if you are intending to participate in high risk activities.

Coronavirus Safety in Girl Scouts

The health and safety of girls are always the highest priority in Girl Scouts. Returning to in-person activities, especially after a long time of shelter in place for most communities, is a long-awaited development that everyone in Girl Scouts will need to continue to manage carefully. Recognize that COVID-19 health and safety guidance will continue to adjust as the coronavirus transmission risk changes over time.

Girl Scouts has provided COVID-19 guidance specific to the topics that touch our lives in Girl Scouts such as troop meetings, activities, and day trips. GSWO COVID-19 guidance is the first place to go for health and safety practices in Girl Scouting. [You can access that guidance here.](#)

Remember, always make sure that your planned activity is also in compliance with the federal and state governmental health authorities where the activity will take place. This means the Center for Disease Control (CDC) and your State Department of Health (DOH) as well as local or county health directives. For example, if your county or region has a governmental directive that requires no large in-person gatherings, then that rule must be complied with. Girl Scouts are always obligated to comply with our governmental health authorities.

On the other hand, for a variety of reasons, there may be situations where your council's guidance is more strict than state or local guidance. If that is the case, either choose the rules that are most strict or contact your council for clarification.

Recognize that state and local rules concerning coronavirus safety can vary from place to place. Safety regulations will also change as the transmission risk changes. Be sure to stay current on what is required in your region but also consider that girls in your troop may reside in a different area with a different set of safety parameters to abide by. A good way to ensure you are following the proper governmental guidance is to follow the practices as established in local public schools.

Some basic safety standards that have been issued by the Center of Disease Control (CDC) for integrating back into in person gatherings are:

- Wear a mask (and make sure that girls wear a mask).
- Practice good hygiene by washing or disinfecting hands frequently.
- Remind girls and adults about social distancing when in public and with each other.
- Focus on scheduling activities outdoors instead of indoors whenever possible.
- Pre-screen for no symptoms, fever or sustained contact with a COVID-19 positive person
- Request that a girl or adult who is exhibiting symptoms of being sick not participate and return when she is no longer sick.
- Remember: If a girl or adult knows that they have been in close and sustained contact with someone who has tested positive for coronavirus, make sure that they comply with the appropriate quarantine period pursuant to the CDC before attending Girl Scout meetings or activities.

Additional Insurance

Additional insurance may need to be purchased for your troop if the following applies:

- The trip lasts more than 2 nights
- The trip includes non-members (such as siblings or parents)
- The trip takes place outside a U.S territory

A Request for Additional Insurance Form must be completed and submitted to the Finance Department at the Cincinnati Girl Scout center at least four weeks prior to the trip date. A family event means that each girl in the troop will be accompanied by her own parent/caregiver for the duration of the trip/event. For a family event, you will need to purchase additional insurance for anyone attending who is not a registered Girl Scout member.

More information on additional insurance can be found in Volunteer Essentials and the additional insurance form can be found at: [gsw.org/volunteers/for troop volunteers/forms and documents](http://gsw.org/volunteers/for%20troop%20volunteers/forms%20and%20documents).

A printed brochure from United of Omaha with a complete description of all the features of each insurance option can be requested from the Girl Scouts center. The information provided below is designed to be a summary of highlights only.

Plan	Description	Premium
Plan 1	Girl Scout Activity Accident Insurance Basic Coverage <ul style="list-style-type: none"> • Provided to every registered girl and adult • Effective when registration materials are received at the regional service center • Covers Girl Scout activities lasting two (2) nights or less or not more than three (3) nights if over an official federal holiday, or three days • Pays the first \$130 of medical bills related to an accident, then becomes secondary to any other insurance coverage the individual may have • Pays up to \$15,000 of bills incurred over a 52-week period after the accident that are not covered by any other insurance the individual may have 	No charge - included as part of your Girl Scouts of the USA \$25.00 registration fee
Plan 2	Accident Insurance <ul style="list-style-type: none"> • Same features as Plan 1 • Used for registered girls and adults when activity length exceeds two (2) nights (three nights over a federal holiday), or three days • Used for non-registered participants in a Girl Scout activity 	\$0.11/day/participant
Plan 3E	Accident & Sickness Insurance for Extended Events <ul style="list-style-type: none"> • Adds \$10,000 of Sickness Medical Expense Benefit and \$1,500 of Returned Transportation Benefit to Plan 1 • Will not pay more than 100% of total medical expenses incurred in conjunction with any other insurance the participant may have (Non-Duplication Provision) 	\$0.29/day/participant
Plan 3P	Accident & Sickness Insurance for Extended Events <ul style="list-style-type: none"> • Same as Plan 3E without the non-duplication provision • Therefore, the insurance pays without regard to what other insurance might be paying 	\$0.70/day/participant
Plan 3PI	Accident and Sickness Insurance for Extended International Trips or Events (lasting more than two nights) <ul style="list-style-type: none"> • Same as Plan 3P – for International Trips • Provides travel assistance up to \$50,000 	\$1.17/day/participant

Girl/Adult Ratios

	Group Meetings		Events, Travel, and Camping	
	Two non-related adults (at least one of whom is female) for this number of girls:	Plus one additional adult for each additional number of this many girls:	Two unrelated adults (at least one of whom is female) for each number of girls:	Plus one additional adult for each additional number of this many girls:
Daisies (grades K-1)	12	6	6	4
Brownies (grades 2-3)	20	8	12	6
Juniors (grades 4-5)	25	10	16	8
Cadettes (grades 6-8)	25	12	20	10
Seniors (grades 9-10)	30	15	24	12
Ambassadors (grades 11-12)				

Adult Requirements

Troop Leadership Roles

<p style="text-align: center;">Troop Leader</p> <ul style="list-style-type: none"> All troops must have at least two leaders to begin meeting. Troops must have at least one leader and either another leader or an assistant in attendance anytime the troop is meeting or attending an activity. 	<ul style="list-style-type: none"> Troop leaders are the primary leaders of the girls. They plan meetings, ensure everyone's safety and well-being and manage the troop's business. Must be a current registered Girl Scout and complete a criminal background check.
<p style="text-align: center;">Troop Assistant</p> <p>Assistants count toward girl/adult ratio. Troops should always be accompanied by two adults, either two troop leaders or a troop leader and a troop assistant. See more about girl/adult ratios in Volunteer Essentials.</p>	<ul style="list-style-type: none"> Troop assistants help the leaders by generally helping out with the troop or by handling a specific task like managing the troop's participation in a product sale, acting as troop treasurer, or a driver or chaperone on field trips. Must be a current registered Girl Scout and complete a criminal background check.

Any adult that is counted toward your girl-adult ratio, including drivers and chaperones, must be registered as either a troop leader or troop assistant.

Sleeping Arrangements

Sleeping Arrangements for Overnights

Always ensure the following:

- Each participant has her own bed.
- Parent/guardian permission must be obtained if girls are to share a bed.
- Youth members and adults do not share a bed; some councils make exceptions for family members.
- It is not mandatory that an adult sleep in the sleeping area with youth members.
- If an adult female does share the sleeping area, there must always be at least two unrelated adult females present.
- In an instance where adults need to share a sleeping area with girls (For example: an open space sleeping environment or to support a girl with special needs), there should always be two unrelated adult females present.

Men on Overnights

Men are welcome to attend trip and overnight outings with Girl Scouts and camp at Girl Scouts of Western Ohio sites. However, the following guidelines need to be followed.

- Men do not sleep in the same tent or room with the girls.
- Restroom arrangements must be made as separate facilities must be provided for men. Please see ranger.
- Remember that other troops using the property may have male volunteers with them.

Airbnb, VRBO and HomeAway

These are permitted however because these are privately owned properties, it can be difficult to qualify safety and credibility. For these reasons, additional steps for Airbnb, VRBO and HomeAway are required.

For additional information on choosing accommodations refer to the *Travel /Trips* Safety Guidelines in the **Safety Activity Checkpoints** on gsw.org.

Confirm the following ahead of time:

- The rental is for exclusive use of the home. No other renters will 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 super-host status on Airbnb.
- The liability insurance from the host covers premises for commercial use, with a minimum of one million dollars General Liability insurance.
- Check the host's profile or 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. Share this information with an in-town contact (a person not on the trip).
- Check state laws to see if Airbnb, VRBO and HomeAway are mandated to meet hotel laws and standards so that you know there is an extra layer of protection.

Transporting Girls

For planned Girl Scout field trips and other activities (outside the normal meeting time and place) in which a group will be transported in private vehicles keep in mind the following:

- Every driver must be a registered and approved volunteer at least 21 years old, and have a good driving record, a valid license and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female. In addition, the girl/adult ratios in the “Knowing How Many Volunteers You Need” section must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl/adult ratios in the “Knowing How Many Volunteers You Need” section must be followed. Care should be taken so that a single car is not separated from the group for an extended length of time.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats and chartered flights. Each driver of motorized private transportation must be at least 21 years old and hold a valid operator’s license appropriate to the vehicle. In addition, state laws must be followed, even if they are more stringent than the guidelines here.

Anyone who is driving a vehicle that carries 12 or more passengers must be a professional driver who possesses a commercial driver’s license (CDL). **Note:** you must check with Girl Scouts of Western Ohio to determine specific rules about renting large vehicles. **Fifteen passenger vans are not permitted for use to transport girls.**

Please keep in mind the following non-negotiable points regarding private transportation:

- Even though written agreements are always required when renting or chartering, **you are not authorized to sign an agreement or contract even if there is no cost associated with the rental.** Such agreements must instead be signed by the person designated by the director of regional services and be leased on behalf of Girl Scouts of Western Ohio.
- Check the Volunteer Driving Policy below to make sure you are following accepted practices when using private transportation; this ensures that both you and Girl Scouts of Western Ohio are protected by liability insurance in the event of an accident.
- If Girl Scouts of Western Ohio has given permission to use a rented car, read all rental agreements to be sure you comply with their terms and avoid surprises. For example, in many cases the minimum age of drivers is 25, and the maximum age is often under 70. In addition, make sure the car is adequately insured and you know who is responsible for damage to, or loss of, the vehicle. Finally, ensure you have a good paper trail that shows the vehicle rental is Girl Scout-related.
- When leasing a bus, the driver must be an employee of the bus company.
- The bus company must provide a certificate of insurance. The minimum limits of liability on any leased bus/van must be at least \$1,000,000 per occurrence for bodily injury and property damage. If interstate highway travel is planned, there must be:
 - \$5,000,000 per occurrence for bodily injury and property damage.
- The certificate of insurance and leasing agreement must be submitted to the director of regional services or their designee for review and approval.
- Obtain caregiver permission for any use of transportation outside of the meeting place.

Ridesharing/Ride-Hailing Services Policy

The use of ridesharing/ride-hailing companies, such as Uber or Lyft, are not permitted for any Girl Scout function. Girl Scouts of Western Ohio does not permit girls or volunteers to utilize these services while travelling to, from, or during Girl Scout activities.

Volunteer Essentials

You, the caregivers of the girls in your group, and the girls themselves share the responsibility for staying safe. Become familiar with the Safety section of Volunteer Essentials. There you will find many topics already covered in the Troop Trip Training manual as well as additional information on Troop Trips and Travel safety.

You can find a digital copy on our website [gsw.org/Volunteer Essentials](http://gsw.org/Volunteer_Essentials)

Safety Activity Checkpoints

Safety Activity Checkpoints (SAC) is a resource that provides the standard safety guidelines for Girl Scouts of the United States of America approved activities. GSUSA, local councils, and other units holding a credential – including USA Girl Scouts Overseas – shall be responsible for seeing that all activities are planned and carried out in a manner that considers the health, safety, and general well-being of all participants in accordance with these standard guidelines.

You should always refer to the Safety Activity Checkpoints before planning activities. These can be found on the council website or in the Volunteer Toolkit under resources. If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, be sure to check with Girl Scouts of Western Ohio before making any definite plans with the girls in your group. A few activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely. See Safety Activity Checkpoints, because most activities require having an expert on hand to help girls learn an activity. Some things to keep in mind:

- Does the person have documented training and experience? She or he should have documented experience for the activity in question, such as course completion certificates or cards, records of previous training to instruct the activity and letters of reference.
- What does she or he need to be able to do? This person should have the knowledge and experience to make appropriate judgments concerning participants, equipment, facilities, safety considerations, supervision and procedures for the activity. At the very least, she or he should be able to give clear instructions to girls and adults, troubleshoot unexpected scenarios and respond appropriately in an emergency. Verify that program providers are operating within Girl Scout safety standards and with proper insurance coverage.

NOTE: You must get written pre-approval from the council for girls ages 12 and older who will:

- Use firearms for target shooting. (See Sport Shooting and Marksmanship section of Safety Activity Checkpoints)
- Take trips on waterways that are highly changeable or uncontrollable. (See Whitewater Rafting in Safety Activity Checkpoints)

When preparing for any activity with girls, always refer to the Safety Guidelines in the [Safety Activity Checkpoints](http://gsw.org/Safety_Activity_Checkpoints) on gsw.org.

High Risk Activities

If your trip includes a high risk activity, you must obtain a Certificate of Liability Insurance Form from the facility at which you are participating in a high risk activity. Digital copies should be sent to the Program Manager approving your trip via email or hard copies can be sent to the Cincinnati Girl Scout Center at 4930 Cornell Rd, Cincinnati, OH 45242.

Some high risk activities include but are not limited to:	CAUTION: When activities involve unpredictable safety variables, they are not recommended or approved as Girl Scout program activities. These include but are not limited to:
<ul style="list-style-type: none"> • Amusement parks • Archery • Backpacking • Bicycling • Boating • Caving • Canoeing • Climbing • Indoor Trampoline Park • Horseback Riding • Skating • Skiing • Sledding • Swimming • Rafting 	<ul style="list-style-type: none"> • Bungee jumping • Flying in privately owned planes, helicopters, or blimps • Hang-gliding • Untethered hot-air ballooning • Hunting • Snowmobiling • Riding a motorbike • Riding electric Scooters • Using outdoor trampolines • Parachuting or skydiving • Parasailing • Paintball tagging • Riding all-terrain vehicles (ATVs) • Stunt skiing • Zorbing

Horseback Riding

Under Ohio law ([Ohio Revised Code Section 2305.321](#)), horse owners and other parties are protected against liability for injuries that occur as a consequence of an inherent risk of equine activity. Therefore they are not required to have liability insurance. GSUSA mandates that the stable operator should have one million dollars in General Liability insurance. Just like with all High Risk activities, a certificate of liability insurance is required when going horseback riding.

If a certificate cannot be provided it is recommended that you find a different activity provider who can. Contact your Program department for a list of council approved riding stables.

Review the Horseback Riding section of Safety Activity Checkpoints for additional safety guidelines and information.

Certificates of Liability Insurance

Commercial general liability insurance protects the Girl Scout organization. High Risk facilities or vendors that host troop event (for example, riding stables, zip lines, or a bus companies) should carry general liability insurance, and auto liability when motor vehicles are involved. A facility that carries valid general liability insurance has almost always been examined for risk by its insurance carrier. When GSWO is considering a new vendor, they will be sure the certificate of insurance is obtained. If an activity provider does not carry general liability insurance, it's a red flag. It may not be safe, therefore your trip may not be approved by a GSWO staff member.

When GSWO requires you to provide a certificate of liability insurance form, ask the facility for a certificate of insurance for your records. Be aware that some places do not provide documented evidence of insurance to all customers, or only provide a certificate of insurance when a group is large or if the group plans to pay a certain amount. If a certificate of insurance cannot be obtained, it is recommended that you find a different activity provider who can.

Some sites will request a certificate of insurance for GSWO. This is a copy of our council insurance coverage and can be provided by Girl Scouts of Western Ohio. A Certificate of Insurance can be requested through customer care or by filling out the Request for Certificate of Insurance form. Please allow two weeks to process this request.

If calling Customer Care to obtain the Certificate of Insurance, please have the following information ready:

- Name of Facility
- Physical and mailing address (if different)
- Date and type of activity
- Facility email address and phone number
- Contact information of person requesting the certificate

Certificates of Insurance can be emailed out directly to the location contact within two weeks of your call or request.

Contracts and Agreements

Contracts and Agreements	Hold Harmless Agreements
In order to protect the legal and safety interests of girls, volunteers and the council, written agreements and contracts may only be signed by the director of regional services or other designated paid staff members.	If a program provider or other organization requires the signing of a Hold Harmless Agreement, a copy of it will be requested and reviewed by one or more of the following: program manager/team leader, director of regional services, or director of program and partnerships.

Reviewing Safety with Girls

Health and safety is very important. Prior to your trip, you should brainstorm ideas for a basic set of rules for the group to follow while travelling. Discuss the safety rules and consequences that could result if they are not followed. Use the chart below for some ideas to help get you started. Have the girls give reasons why they think each of these rules are important. Try to relate the safety rules to things that the girls will understand. Example: “Why should we always use the Buddy System?” “If someone gets hurt, there is always someone to go for help.” Have the girls create their own rules to add to the chart.

Rule	Reason
Girls always use the buddy system.	
Girls don't leave the group without permission.	
Everyone wears closed toe shoes until bedtime.	
The troop takes a First-Aid kit and certified First-Aider on each trip.	
The First-Aid kit is checked before leaving to be sure it is stocked.	
Troops practice emergency evacuation drills.	
Weather radios and phones are available for emergencies. (Depending on trip location.)	
Girls know that it's important to tell an adult if they are hurt or sick.	

Trip Emergency Procedures

Complete the chart below for the upcoming trip. These are procedures that you will want to go over it with your troop at the beginning of your trip.

What to do in case of.....?

Fire	
Storms	
Tornado	
Health/Accident Emergency	
Intruders	

Where is the nearest.....?

Phone	
Emergency Care Facility	
Hospital	

Unit 3: Resources



Planning Resources

Resource	Purpose	Where to Find It
Program Events Guide	A resource published annually by Girl Scouts of Western Ohio that includes information on council sponsored and community partner opportunities for girls and troops. It also includes information on reserving council properties.	Program Events Guide printed book or gsw.org/events
Volunteer Essentials	Primary resource with information on Girl Scouting, council policies and safety.	Volunteer Essentials printed book or gsw.org/volunteers/volunteer-essentials
Safety Activity Checkpoints	Safety guidelines written for specific activities.	https://www.girlscouts.org/content/dam/girlscouts-gsmists/documents/volunteer-essentials/Safety-Activity-Checkpoints.pdf
First Aid Kit	Recommendations on what you should have in your troop's first aid kit.	redcross.org
Game Resources	Website with information on games you can play.	ultimatecampresource.com
Nature Resources	Websites with information on nature and nature activities.	ohiodnr.gov scistarter.org fishwildlife.org/projectwild projectwet.org plt.org
Song Resources	The virtual Camp Songbook with links to songs sang by GSWO staff and volunteers.	gsw.org/volunteers /for troop volunteers /traditions/ songs & games

Forms

Below is a list of forms frequently used in trip and overnight planning.

All forms are available at: [gsw.org/Volunteer/For Troop Volunteers/Forms & Docs](https://gsw.org/Volunteer/For%20Troop%20Volunteers/Forms%20&%20Docs).

Form Name	Purpose	Where to Find It
Parent Permission Slip	When doing activities beyond the troop meeting, parent/guardian permission is required.	Single Outing Permission Slip
Troop Trip and Activity Notification Form	This form must be submitted for any day or overnight trip that is more than 100 miles from your regular meeting place and any trip that includes a high-risk activity.	Troop Trip and Activity Notification Form
Girl Medical and Release Form	An updated record of a girl's past and present health status (for example, of allergies, chronic illnesses and injuries), which her parent/guardian completes for Girl	Girl Medical and Release Form
Property Reservation	An online platform used to request use of a Girl Scouts of Western Ohio facility.	Property Reservation Website
Incident/Accident Report	A form that must be completed and submitted to the director of regional services within 24 hours of an incident or accident.	Incident/Accident Report Form
Request for Additional Insurance	A form used to purchase insurance for a trip longer than 2 nights or for anyone participating in your activity that is not registered through Girl Scouts. Must be submitted four weeks prior to the	Request for Additional Insurance
OTC Prescription Medication Form	A form that your troop First-Aider can use to help you manage your troop's medications.	OTC Prescription Medication Form

Extended Trips and International Travel

Extended trips (over 5 nights) and International travel are considered the ultimate travel experience for girls. Travelling internationally can be a wonderful opportunity for girls to gain cultural insight, an appreciation for differences and similarities, and a broadened perspective. As girls mature in Girl Scouts, many consider travel one of the most exciting aspects of their membership.

Because of the riskier nature of these big trips, there are additional considerations that you will need to account for when planning and preparing to leave. This page will give you a basic checklist of information to help you and your girls properly prepare for an extended trip or traveling out of the country. You can find all the detailed information you need in these three resources found at <https://forgirls.girlscouts.org/travel/resources/global-travel-toolkit/>:

1. Exploration, the Girl Scout Guide to Global Travel
2. The Adult Guide to Girl Scout Global Travel
3. The Girl Scout Appendix

All extended and international trips should be approved through your regional Program Team. Please contact them as soon as you know you'll be taking a trip. Your support staff will provide you with the additional policies and forms necessary for your trip. Planning for an international trip should take 18–24 months.

International Travel Guidelines:

- All travelers must be registered Girl Scouts (both girls and adults). There should be a minimum of two registered and background checked adults traveling.
- Activities done abroad should be done as a group. Girls should not participate in any activity without the supervision of the travelling adults.

Submit Required Forms	Due before trip
Trip Approval	18 months
Budget and Income Report	12 months
Intent to Travel Form (Global Travel Took Kit Appendix)	3-6 months
Trip Itinerary	4 months
Emergency Plan (trip and back home)	4 months
Additional Tasks	Due before trip
Obtain passports	12 months
Obtain Traveler's insurance	4-6 weeks
Register your trip with the U.S. embassy or consulate of the country you will visit	4 months
Provide all girls with emergency contact card	
Submit evaluations and Take Action project plans to council	No later than 1 month after trip
Collect from girls/families	
Signed parent/guardian permission slips	Media Release Forms
Copies of passports for all travelers (girls and adults)	Girl Health Examination Records
Girl and adult health forms (reviewed by first aider)	Permission to Travel with Minors form
Special Accommodations, Medical	Parental Permission to Travel in Mexico (if necessary)
Emergency Statement	All trip monies

Frequently Asked Questions

Additional insurance, when do I need it and what plan do I choose?

Additional insurance will need to be purchased if a trip lasts for more than 2 nights/3 days or if non Girl Scout members are participating in a trip (parents, guardians, siblings, etc.). You can find the *Request for Purchase of Additional Insurance* form at gswo.org on the *Forms and Documents* page in the *For Troop Volunteers* section under the *Volunteers* tab. Simply fill out the form and send it and a check made out to United of Omaha to the address listed at the bottom of the form.

Trips over 2 nights/3 days

- Say you are going on a 4 day trip with 6 girls and 4 adults who are Girl Scouts. You would multiply the number of participants (10), times the number of days, (4) times the daily rate of the plan you are choosing (Plan 2 is \$0.11/day/participant). \$4.40 would be the total. There is a \$5 minimum for additional insurance, so you would pay \$5.

Trips with non-registered Girl Scout members

- Say you are going on 3 day trip with 10 girls and 2 registered adults and 2 non-registered adults. Since you are within the 2 night/3 days time period you would not need to purchase insurance for everyone, just the non-registered members. You would multiply the number of non-registered members (2), times the number of days, (3) times the daily rate of the plan you are choosing (Plan 2 is \$0.11/day/participant). \$0.66 would be the total. There is a \$5 minimum for additional insurance, so you would pay \$5.

As a member of Girl Scouts, you are already covered with Plan 1 of insurance by United of Omaha. If you are purchasing additional insurance, either because a trip lasts more than 2 nights/3 days or a non Girl Scout members is participating, you can choose form Plan 2, Plan 3E, Plan 3P, or 3PI.

- Plan 2- Accident Insurance
- Plan 3E- Accident & Sickness Insurance for Extended Events
- Plan 3P-Accident & Sickness Insurance for Extended Events
- Plan 3PI- Accident and Sickness Insurance for Extended International Trips or Events (lasting more than two nights)

Review page 21 of this manual for information about the different insurance plans you can choose from and pricing.

When do I submit my trip?

- *Trips less than 100 miles*- No form needed
- *High Risk activities*- 1 month prior
- *Day/Overnights over 100 miles*- 1 month prior
- *Extended Trips (5 nights or more)*- 6 months prior
- *International Trips and travel outside of the continental U.S.*- No less than 6 months

Trips that take place at council-owned properties do not require the Troop Trip Notification Form. Troops must instead visit our online property reservation site, Double Knot to reserve a GSWO property.

When do I need a normal permission slip vs. the Troop Trip and Notification Form?

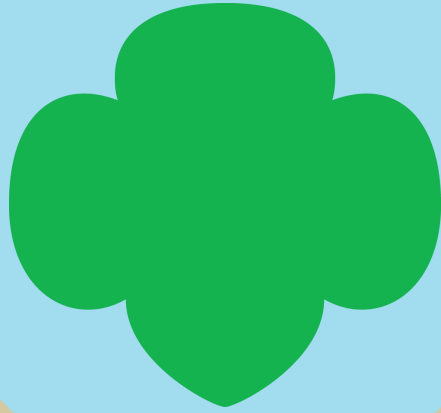
All trips require this training, permission slips, and health history forms to be collected. Forms are to be kept with troop at the time of travel.

- The Troop Trip and Activity Notification Form must be submitted to Council for these trips:
- Any trip over 100 miles
- High Risk
- Extended Trips (five or more nights)
- International Trips

Can non-Girl Scout members can go on trips?

Yes, if non Girl Scout members are participating in a trip (parents, guardians, siblings, etc.) additional insurance must be purchased for those individuals.





05-19019-02/2022