

Troop Trip Approval Process

When your troop is participating in certain types of trips, you must notify the council by completing the Troop Trip and Activity Notification Form. This form can be completed online or turned in to your regional Girl Scout center.

1. You must submit the [Troop Trip and Activity Notification Form](#) to Council for these trips:

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

All other trips require the leader to complete the Troop Trip Training, and obtain permission slips and health history forms from parents/caregivers.

Trips that take place at council-owned properties do not require the Troop Trip Notification Form. Troops must instead complete the Site Reservation Request form or reserve camp property on Double Knot: girlscoutsofwesternohio.doubleknot.com/Registration/ReserveFacility.

2. All drivers and adults counting toward safety ratio must be registered as troop leaders or troop assistants and complete a background check.
3. Leaders must obtain a Certificate of Liability Insurance from vendors for all high risk trips and submit this to the council office. (i.e. horseback riding, non-council challenge courses, rafting, swimming, archery, boating, skiing, caving, amusement parks, bicycling, skating, backpacking, canoeing, etc.) Use [Safety Activity Checkpoints](#) to determine high risk activities.
4. Submit a [Request to Purchase Additional Insurance](#) form for trips that include non-Girl Scout members or are longer than two nights.
5. Your council office will verify receipt of the Trip Notification form.
 - Trip approval for high risk activities including swimming and archery, day trips over 100 miles and overnights over 100 miles are automatically approved once you have submitted your form and taken troop trip training.
 - All other high risk activities, extended trips (five nights or more) and international trips must have council approval and may require additional paperwork depending on the type of activity. A council staff member will contact you to support you through the process and/or to alert you that your trip is approved.

Type of Trip	Turn your notification form in no later than
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	No less than 6 months.

05-6208-01/2017