

Activities Requiring Council Approval

As with other areas of Girl Scouts, progression within travel is encouraged. A troop may start with a simple day trip to a local attraction, then progress to a camp out and even to an extended trip of three nights or more! On the chart below find the type of trip your girls are planning on taking and follow the guidelines provided in the right column.

Online [Trip Approval Information Form](#) are submitted directly to info@girlscoutstoday.org. This is a submittable form.

A certified first aider (or first responder, EMT, nurse, or doctor) is required for any trip of a day or more. A certified first aider is also required for any physically demanding activities, activities that involve unusual risk, or activities without direct access to emergency medical services (i.e. telephone distance). Refer to [Safety Activity Checkpoints](#) for specific activities that require council approval, a certified first-aider, and/or lifeguard. (i.e. Canoeing, Swimming, Hiking, Horseback Riding, Amusement parks)

Level 1	Day trips more than 100 miles away (one way)	<ul style="list-style-type: none"> • Fill out online Trip Approval Form • Submit form at least 2 weeks prior to trip • Parental Permission Form for Girl Scout activities signed • Certified first aider required
Level 2	Simple overnight for 1-2 nights	All of the above plus: <ul style="list-style-type: none"> • Overnight/Troop Readiness training required
Level 3	Extended overnights for 3+ nights	All of the above plus: <ul style="list-style-type: none"> • Purchase additional insurance • Extended Travel Training required • Approval submitted at least 4 weeks prior to trip
Level 4	Troop Camping trip	All from Level 1 & 2 plus: <ul style="list-style-type: none"> • Certificate of insurance from facility owners submitted 6 weeks prior to trip (not needed if staying on council-owned property) • Purchase additional insurance if needed • Camp Skills training required

Activities that do NOT require a trip approval:

- Travel to attend council sponsored events and service unit sponsored events
- Troop overnights at a council owned property (camps, program center, leadership centers)
- Meeting time trips- traveling to a point of interest within parameters of regular meeting time
- Participation in Cookie Sale Program and other product sales*

**May require other forms of permission. Please refer to the appropriate area of Volunteer Essentials for details.*

Troop Trip Standards and Procedures

Traveling with your troop can be an integral and rewarding part of your Girl Scout program. There are considerations that need to be taken into account for all trips, no matter what the duration and distance and specific items that apply to more involved trips.

Troop Trip Procedures

Definition: A trip is an expedition involving travel that occurs at a different time and place than your regular meeting.

Application/Trip Approval: For information on trip types, appropriate approvals and required training review Activities Requiring Council Approval in this document. Some trips require approval by council staff. Fill out the [Trip Approval/Information Form](#) to assure your trip is approved.

Trip Organization:

1. A first aid kit must be provided and a certified first aider is present at all times.
2. Activities planned must be appropriate for the ages and abilities of girls involved.
3. Girls shall be involved in the planning, conducting and evaluating of the trip.
4. Trip plans should be carried out in a comparatively short period of time so that the troop can maintain a year round balanced program without undue emphasis on money raising.
5. Before an extended trip, troops should plan and conduct shorter trips to demonstrate ability to live, camp and travel together.
6. Provisions should be made for new girls to join the troop and help with trip plans.
7. Arrangements should be made for girls to attend religious services or plan their own ecumenical service.
8. For extended trips it is beneficial for girls to be identified as Girl Scouts through uniforms or coordinated clothing suitable for representing Girl Scouting.
9. It is expected that all adults be a role model by setting an example for health and safety.

Eligibility:

Girls should be active, registered Girl Scouts who have experienced (or are starting to experience) a progression of events and trips, as described at the beginning of this appendix. Adults must be positive role models at all times. One adult accompanying the girls must be registered with the group. At least two adults must be over 21 years of age. Adult-to-girl ratios must be followed. Overnight, extended trip and camping require additional training.

Insurance:

1. All registered adults and girls are covered by Girl Scout activity insurance for Girl Scout activities involving two nights or less. If a non-member attends such a Girl Scout activity, additional insurance must be purchased for the non-member(s). This plan covers injuries from accidents only and does not include illness.
2. If an event lasts longer than two nights, additional insurance must be purchased for all attendees, both members and non-members alike. Contact the finance department for more information.

Finance:

Financing a trip is part of the troop program itself, providing the girls with a learning experience in the use of resources, the budgeting process, comparative shopping, etc. If additional money is required for the trip, you must complete and turn in a Group Money Earning Application six weeks prior to your money earning project date.

Transportation:

For your protection, follow the information on transporting girls found in this guide.

Special Guidelines for going outside the United States:

1. Approval by local council must be obtained before planning begins.
2. Periodic progress reports regarding plans and finances will be required by the council.
3. Leader should have knowledge of Girl Scout program and should be well acquainted with girls in the group. Approval of special group activities is required to ensure the safety of girls, adequate insurance and compliance

with GSUSA and GSEIWI program standards. Appropriate approval(s) must be obtained before finalizing plans. Encourage the girls to submit much of the information themselves, including the following:

- A detailed itinerary, including specific activities involved, mode of travel, and all dates and times
- Location and type of premises to be used
- Numbers of girls who will be participating (parental permissions must be obtained)
- Names and contact information for the adults participating
- Any other groups, organizations, consultants, or resource people who will be involved
- Participants' skill levels, if applicable (language skills, backpacking or camping experience, and so on)
- Any specialized equipment that will be used, if applicable
- Required agreements or contracts (for example, hiring a bus, use of premises). All contracts must be signed by an approved council staff person.