Processing Trip Approval Forms and
Multiple Troop Event Approval Forms

1. The form must be filled out completely.
2. Always include a list of all the girls and adults participating in the event or attending the trip. A participant is defined as anyone (girl or adult) attending or transporting girls other than their own to and/or from any event. In this case, all the girls and adults must be registered. Registrations must be delivered to any Service Center or your Field Director.
3. For adult/girl ratios check *Safety-Wise* Chapter IV in Volunteer Essentials. Note: Multiple troop events require 2 trained adults per grade level.
4. Only the **Troop Leader's Name (01)** should appear at the top of the form where indicated.
5. The **Emergency contact** is someone who is NOT going on the trip. Please give their name, address and phone number. (Note: The emergency contact should have a list of telephone numbers for all the girls' parents or alternate adult if the parent is attending the event).
6. **For trips lasting more than two [2] nights additional insurance MUST be purchased**. To obtain insurance coverage, submit an Extra Insurance Request Form, your trip itinerary and a troop check made payable to GSESC (minimum premium is $5) at least four [4] weeks prior to your trip.
7. If the vehicle is borrowed or chartered a copy of the **Certificate of Liability Insurance and a copy of the driver's license** must be submitted. If renting or chartering a vehicle the troop can NOT sign the contract, **a council representative is required to sign any contract** and a copy of the contract must be submitted with the Trip or Multiple Troop Event Approval Form. Anyone transporting girls other than their own in private vehicles must be a **registered** adult Girl Scout, possess a current driver's license, and carry liability insurance coverage on their vehicle. Their name, license and insurance information should appear in '**driver's section'**.
8. A valid certified **CPR & First Aid person** must accompany each troop during travel to and from the event and for the entire trip. Submit a copy of both certification cards, if it is not already on file at the North Charleston Service Center.
9. Those troops using Doctors or Nurses should include a copy of their professional license with the Trip or Multiple Troop Event Approval Form. This will take the place of a CPR & FA person. (Note: For multiple troop events that will have a healthcare station, list the name of the lead healthcare person and the contact information in this section of each Trip or Multiple Troop Event Approval Form.)
10. If the trip or event involves swimming activities, submit the **Lifeguard and CPR & FA certifications for Professional Rescuer.**
11. Please review the *Activity Checkpoints* specific to the activity. Contact your local Service Center for any questions.
12. All troop activities that occur away from the normal meeting place require written parental permission. **Please do not send permission slips with this form. Keep permission slips with the troop's records.**

Additional information:

Troop Leaders and Assistant Troop Leaders need to have the following information on file at the North Charleston Service Center:

- Volunteer application, 3 references and current year's Job Agreement
- Copy of training card for leaders who began before 9/1/07 (if not available please contact the Volunteer Services Specialist)
- **Required** training includes:
  - Introduction to Girl Scouting (mandatory for leaders who began after 10/1/07)
  - Girl Scouting 101 online training
  - Leadership Essentials
  - Child Abuse Awareness and Prevention Training
  - Planning Trips with Girls
  - Troop Camping (if camping or dealing with open fire)
  - CPR & FA

*****Disclaimer: Trip or Multiple Troop Event Approval Forms must be approved by Girl Scouts of Eastern South Carolina. Failure to submit a Trip or Multiple Troop Event Approval Form or if it has been denied, your trip or event will not be covered by Girl Scout insurance should an accident, injury or sickness occur and you may be personally liable.**

Send Trip and Multiple Troop
Event Approval Forms to:

Girls Scouts of Eastern South Carolina c/o Volunteer Services Specialist
7951 Dorchester Road, North Charleston, SC 29418
843-552-9910 ext 233 or 843-552-6221(fax)
christinegordon@girlscoutsesc.org