

# Trip/Activity Approval Form

A completed Trip/Activity Approval Form is required for all overnight trips including international trips, trips involving the use of rented/borrowed/chartered vehicles and activities which require Council approval. Trip/Activity Approval Forms must be submitted three (3) weeks prior to the trip, and eight (8) weeks prior for international trips. All trips must be approved by your Volunteer Support Specialist. Extra Insurance is required for all International Trip (Plan3PI) and if the Troop wants to add sickness coverage (Plan 3P). To obtain insurance coverage, submit a completed Extra Insurance Request Form with payment information (minimum premium is \$5), your trip itinerary (international trips), and list of participants, at least three (3) weeks prior to your trip. An email confirmation will be sent upon receipt of the form and an approval/denial email will be sent closer to the date of the trip. Please check our website for the most recent COVID-19 updates and guidelines for Trips and Activities.

**Troop Number \***

**Service Unit Number \***

**Co-Leader's Name \***

First Name                  Last Name

**Co-Leader's Phone Number \***

Area Code                          Phone Number

**Co-Leader's Email \***

example@example.com

**Emergency Contact's Name of person staying behind \***

First Name                  Last Name

**Emergency Contact's Email \***

example@example.com

**Emergency Contact's Cell Phone Number \***

Area Code

Phone Number

**TRIP DETAILS**

**Destination \***

**Number of Girls \***

**Number of Adults \***

**Type of Accomodations \***

**Beginning Date of Trip \***

Month Day Year

**Ending Date of Trip \***

Month Day Year

**Type of Transportation \***

\*\*Flight

\*\*Train

\*\*Bus

\*\*Ship

Private Vehicle

Parent drop off/Pickup

Recreational Vehicle

Troop rented or chartered vehicle (\*\*Note: Corporate Account with Enterprise #XZ26618)

Other

**Is Extra Insurance required for your Trip? (add sickness plan or International Trip)**

Yes

No

**Driver Information**

Please list all drivers who will be transporting Girls.

**Driver's Name**

First Name

Last Name

**1st Driver's License Issuing state and number**

**Automobile Insurance Policy #/Carrier**

**Insurance Company's Number**

Area Code

Phone Number

**2nd Driver's Name**

First Name

Last Name

**Driver's License Issuing state and number**

**Automobile Insurance Policy #/Carrier**

## Insurance Company's Number

Area Code

Phone Number

## 3rd Driver's Name

First Name

Last Name

## Driver's License Issuing state and number

## Automobile Insurance Policy #/Carrier

## Insurance Company's Number

Area Code

Phone Number

## Girl Scout Training

Troops are required to have two trained adults accompanying ALL the trips.

### **1st trained Adult: First Steps for New Co-Leaders, Successful Leader Learning Series, and Child Abuse Awareness and Prevention Training \***

First Name

Last Name

### **2nd trained Adult: First Step for New Co-Leaders, Successful Leader Learning Series, and Child Abuse Awareness and Prevention Training \***

First Name

Last Name

### **Certified CPR & First-Aider: \***

First Name

Last Name

## Troop Camper (if applicable)

First Name          Last Name

## Planning Trips with Girls: \*

First Name          Last Name

## Certified Lifeguard (if swimming)

First Name          Last Name

## Activity Information

Please check the Safety Activity Checkpoints (SAC) for special certifications that may be needed depending on the Activities.

## Has Safety-Wise Chapter IV in VE been reviewed to ensure all requirements for health and safety will be met? \*

Yes

No

## Which Activities will your Troop participate in (check all that apply)

Air/BB Gun: B/J/C/S/A

Aquatic Bounce House: B/J/C/S/A

Aquatic Climbing Wall: J/C/S/A

Archery: B/J/C/S/A

Ax/Hatchet Throwing: C/S/A

3-D Archery: J/C/S/A

Backpacking: J/C/S/A

Camping: \*D/B/J/C/S/A \*See Safety Activity Checkpoints (SAC) for details

Canoeing: \*D/B/J/C/S/A \*See Safety Activity Checkpoints (SAC) for details

Challenge Courses: \*D/\*B/J/C/S/A \*See Safety Activity Checkpoints (SAC) for details

Climbing and Rappelling: \*D/\*B/J/C/S/A \*See Safety Activity Checkpoints (SAC) for details

Community Cleanup: D/B/J/C/S/A

Corcl Board: B/J/C/S/A

Cross Country Skiing: \*D/B/J/C/S/A\*See Safety Activity Checkpoints (SAC) for details

Downhill Skiing and Snowboarding: D/B/J/C/S/A

Go-Carts: \*J/C/S/A \*See Safety Activity Checkpoints (SAC) for details

Fishing and Ice Fishing: D/B/J/C/S/A

Hayrides: D/B/J/C/S/A  
Horseback Riding: D/B/J/C/S/A  
Indoor Skydiving: J/C/S/A  
Kayaking: \*B/J/C/S/A \*See Safety Activity Checkpoints (SAC) for details  
Knife Throwing: C/S/A  
Log Rolling: B/J/C/S/A  
Muzzle Loading: \*C/S/A \*See Safety Activity Checkpoints (SAC) for details  
Offshore Water/Large Passenger Vessels: D/B/J/C/S/A  
Pistol: \*S/A \*See Safety Activity Checkpoints (SAC) for details  
Pocket Knife and Jackknife Safety: \*D/B/J/C/S/A \*See Safety Activity Checkpoints (SAC) for details  
Recreational Tree Climbing: J/C/S/A  
Rifle: \*C/S/A \*See Safety Activity Checkpoints (SAC) for details  
Rocketry/Model Rocketry: J/C/S/A  
Row Boating: \*D/B/J/C/S/A \*See Safety Activity Checkpoints (SAC) for details  
Sailing: B/J/C/S/A  
Scuba Diving: C/S/A  
Segway: C/S/A  
Shotgun - Trap/Skeet Shooting: \*C/S/A \*See Safety Activity Checkpoints (SAC) for details  
Sledding, Tobogganing, and Snow Tubing: D/B/J/C/S/A  
Slingshot: D/B/J/C/S/A  
Snorkeling: J/C/S/A  
Snowshoeing: D/B/J/C/S/A  
Spelunking/Caving: J/C/S/A  
Standup Paddle Boarding: J/C/S/A  
Surfing: J/C/S/A  
Swimming: D/B/J/C/S/A  
Target Paintball: B/J/C/S/A  
Tethered Balloon Rides: J/C/S/A  
Travel/Trips: D/B/J/C/S/A  
Tubing: J/C/S/A  
Waterskiing/Wakeboarding: J/C/S/A  
Whitewater Rafting: \*B/\*J/C/S/A \*See Safety Activity Checkpoints (SAC) for details  
Windsurfing/Sail Boarding: J/C/S/A  
Zip Lining: \*B/J/C/S/A

**Have Permission Slips been received for every Girl participating in this Trip/Activity? \***

Yes  
No

When leaving the regular Troop Meeting place the Co-Leders have to have permission slips on file and with them for each girl participating in the activity.

**Are Health History Forms on file with Co-Leaders for every Girl? \***

Yes

No

Girl Scouts of Eastern South Carolina requires an annual Health History Form to be completed and signed by one parent/guardian for every Girl Scout and filed with the Troop Co-Leaders.

**Did Girls participate in planning this Trip/Activity? \***

Yes

No

**Please remember that all Activities and Trips are supposed to be Girl led. At any Grade Level Girls should have an active input into their Troop, including Trips and Activities. Girls from Daisies through Ambassadors will gain confidence and leadership skills when given the opportunity to lead their Activities, learn cooperatively as a group, and learn by doing instead of by observing. For more information please check Volunteer Essentials and Safety Activity Checkpoints. Are you sure you do not have Girls participating in the planning the Event? \***

Yes

No

**Discuss how Girls participated in the planning of this trip. \***

## **List of Girls and Adults attending the Trip/Activity**

Make sure to list all participants attending the Trip/Activity. Please use the names/nicknames as they appear on Troop Roster and/or Registration Forms.

**List of ALL Girls attending the Trip/Activity \***

**List of ALL Adults attending the Trip/Activity \***

## **Disclaimer**

An email confirmation will be sent upon receipt of the form and an approval/denial email will be sent closer to the date of the trip. Failure to follow correct procedure and training requirements may result in the Co-Leaders being personally liable incase of accident or injury as the Girl Scout insurance will be null and void.

Submit by pressing the SUBMIT button