

Girl Scouts of Eastern South Carolina

Multiple Troop Event Approval Form

Form 1

This form has two parts. The Event Coordinator should complete Form 1 only. Participating troops should fill out Form 2 only. A completed Multiple Troop Event Approval Form is required for all events involving all overnight trips, trips involving the use of rented/borrowed/chartered vehicles or activities which require council approval. Submit three (3) weeks prior to the event, including if additional insurance is required. Events must be approved by the Volunteer Support Specialist. For trips lasting more than two [2] nights additional insurance MUST be purchased. To obtain insurance coverage, submit a completed Extra Insurance Request Form, your trip itinerary, and a check made payable to GSESC (minimum premium is \$5) at least three (3) weeks prior to the event. All forms must be submitted to: Girl Scouts of Eastern South Carolina, North Charleston Service Center, 7257 Cross County Rd, North Charleston, SC 29418

Date _____ Service Unit _____ Event Name _____ # of Girls _____ # of Adults _____

List the participating Troop #s:

Event Coordinator _____ Phone _____ Email _____

Destination _____

Beginning Date of Trip _____ Ending Date of Trip _____

Overnight accommodations: Place _____ Phone# _____

Type of Transportation

If vehicle is borrowed or chartered a Certificate of Liability Insurance must be attached for approval.

- | | |
|---|--|
| <input type="checkbox"/> Flight, Train, Bus, and/or Ship (attach copy of itinerary)
<input type="checkbox"/> Recreational vehicle
<input type="checkbox"/> Troop rented or chartered vehicle (Note: Corporate Account with Enterprise #XZ26618) | <input type="checkbox"/> Private vehicle(s)
<input type="checkbox"/> Parent Drop-off & Pick-up
<input type="checkbox"/> Other: _____ |
|---|--|

Driver's Names	Driver's License #	Automobile Insurance Policy #/Carrier/Telephone #
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Event CPR & First-Aider _____ Phone# _____

Certified Lifeguard (if swimming) _____ Phone# _____

Has *Safety Activity Checkpoints* been reviewed to ensure all requirements for health and safety will be met? Yes No

Have Permission Slips been received for every girl participating in this trip? Yes No

Did you have girls participate in planning this event?

Discuss how girls participated in the planning of this trip.

Event Coordinator Signature _____ Date _____

****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.**

Girl Scouts of Eastern South Carolina

Multiple Troop Event - Troop Participant List

Form 2

Complete this form (one per troop) for all troops attending Multiple Troop Event. Troops complete this form only and submit to council **three (3) weeks prior to the event including if additional insurance is required.** Forms must be submitted to: Girl Scouts of Eastern South Carolina, North Charleston Service Center, 7257 Cross County Rd, North Charleston, SC 29418

Troop # _____ Event Name _____ Event Date _____

(At least one Troop Camper is required for every camp site)

Primary Troop Leader _____ Phone/Email _____

Check all that apply:

Troop Camper Planning Trips w/Girls Certified CPR Certified FA Child Abuse Awareness

Assistant Leader _____ Phone/Email _____

Check all that apply:

Troop Camper Planning Trips w/Girls Certified CPR Certified FA Child Abuse Awareness

Other Trained Adult _____ Phone/Email _____

Check all that apply:

Troop Camper Planning Trips w/Girls Certified CPR Certified FA Child Abuse Awareness

Emergency Contact Name _____ Phone # _____

Address _____

Type of Transportation

- If vehicle is borrowed or chartered a Certificate of Liability Insurance must be attached for approval
- Flight, Train, Bus, and/or Ship (attach copy of itinerary) Private vehicle(s)
- Recreational vehicle Parent Drop-off & Pick-up
- Troop rented or chartered vehicle (**Note: Corporate Account with Enterprise #XZ26618) Other: _____

Driver's Names	Driver's License #	Automobile Insurance Policy #/Carrier/Telephone #
_____	_____	_____
_____	_____	_____

<u>Girls</u>	<u>Adults</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____

Leader Signature _____

Date _____

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