

Troop Trip Request Instructions

OVERVIEW

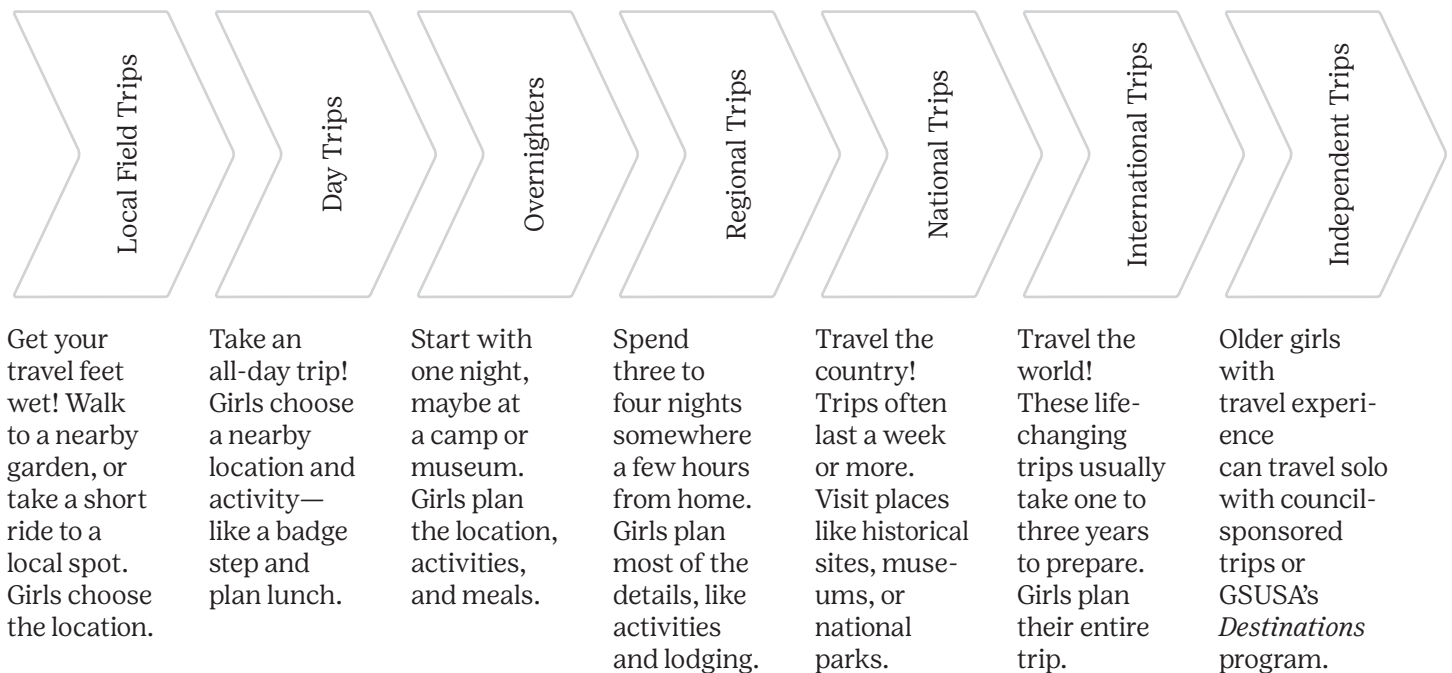
This document outlines the steps necessary for traveling with your Girl Scout troop/group. Review the progression chart below to determine your trip level and complete the necessary steps. Complete and submit the following to your area Troop Support Specialist within the allotted timeframe listed below:

1. **Troop Trip Request Application:** At least one month prior for day trips over 100 miles one way from the normal meeting place and/or involve outdoor activities, overnight trips, regional trips, or national trips; at least six months prior for international trips.
 - NOTE: This application is NOT required if staying at a Girl Scouts Spirit of Nebraska property.
2. **Additional Insurance:** At least one week prior to trip, see page 3 for insurance plan details.

TROOP/GROUP TRAVEL PROGRESSION

Whether you travel around the world or around the block, some of the most memorable moments in a Girl Scout's life happen while taking trips! Girl Scouts is a great place to learn how to plan and take a trip and offers vast opportunities for girls to develop leadership skills. Traveling is built upon a progression of activities and girl-led processes. Daisies, for example, can begin with a discovery walk planned by the leaders. By the time the girls are Cadettes or older they are able to plan their own national or international travel!

Troops are strongly encouraged to follow the Travel Progression together. Use this chart to help you determine what level your girls are at:



SAFETY ACTIVITY CHECKPOINTS AND SAFETY REQUIREMENTS

Before planning any activities, review [Safety Activity Checkpoints](#) for the list of approved and unapproved activities. Instructions for staying safe while participating in activities are detailed in each Safety Activity Checkpoint, available on our website under “Members > For Volunteers > Volunteer Resources” and in the Volunteer Toolkit. Use this information to guide the planning and implementation of the activity during your trip.

HEALTH HISTORIES

Spirit of Nebraska requires that all girls complete a [Health History/Activity Permission Form](#). These can be found on the website under [Forms and Documents](#) or at each service center. These forms are completed by parent/caregivers and

kept on file by the co-leaders. Keep in mind that information on these forms is confidential and may be shared only with people who must know this information (such as the girl herself, her parent/caregiver, and a health practitioner).

Health History/Activity Permission Forms should be brought along on any troop outing so you may have important medication information and food allergy information on hand for every participant.

TRAINING REQUIREMENTS

All troops/groups embarking on a trip are required to have at least one adult volunteer (over 18 years of age) meet the following training requirements:

ALL TRIPS	AS NEEDED
Explore Out: Learn the essentials for safely taking girls outside of their typical meeting place.	Camp Out (Basic): Before taking girls on an outing that includes fire-building and/or outdoor cooking.
First Aid/CPR Certification: The following may also serve as a first-aider: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technician. If you will be over 30 minutes away from emergency medical services or traveling internationally, a Level 2 CPR/First-Aid Certification is required.	Lifeguard Certification: Before taking girls in or near open water. Public pools, beaches, lakes, or rivers may be used if the site provides on-duty, certified lifeguards.

RATIOS AND ROOMING

Adult supervision is always required on trips and camping regardless of the grade level of the girls. When traveling, your group must have at least two unrelated, registered, background screened, and trained adult volunteers, and at least one of them must be female. Additional adult volunteers may be necessary depending on the size of the group and the ages and abilities of the girls. Adult volunteers must be at least 18 years old.

Follow the Volunteer-to-Girl Ratio chart to help you figure out how many volunteers you need for your trip:

VOLUNTEER-TO-GIRL RATIO		D	B	J	C	S	A
TROOP/ GROUP MEETINGS	Two unrelated volunteers (at least one of whom is female) for this number of girls:	12	20	25	25	30	30
	Plus one additional volunteer for each additional number of this many girls:	1-6	1-8	1-10	1-12	1-15	1-15
EVENTS, TRAVEL, CAMP	Two unrelated volunteers (at least one of whom is female) for this number of girls:	6	12	16	20	24	24
	Plus one additional volunteer for each additional number of this many girls:	1-4	1-6	1-8	1-10	1-12	1-12

On trips where male volunteers are part of the troop, it is not appropriate for them to sleep in the same space as girl members. Men may participate only if separate sleeping quarters and bathrooms are available for their use.

In some circumstances, such as a museum or zoo overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men do not supervise girls in sleeping areas of the event, and the Volunteer-to-Girl Ratio is adjusted accordingly.

Always avoid having men sleep in the same area as girls and women, however, during family or parent/caregiver Girl Scout overnights, one family unit may sleep in the same quarters in program areas.

Always ensure the following:

1. Each participant has their own bed.
2. Girls and adults DO NOT share a bed.
3. It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls, but if an adult female does share the sleeping area, there should always be two unrelated adult females present.

TRANSPORTATION

The following can be found in the introductory pages of [Safety Activity Checkpoints](#): Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats, and chartered flights. Each driver of a motorized private transportation must be at least 21 years old and hold a valid operator's license appropriate to the vehicle. State laws must be followed, even if they are more stringent than the guidelines here. Anyone who is driving a vehicle with more than 12 passengers must also be a professional driver who possesses a commercial driver's license (CDL)—check with your Troop Support Specialist to determine specific rules about renting large vehicles.

Please keep in mind the following non-negotiable points regarding private transportation:

- Even though written agreements are always required when renting or chartering, you are not authorized to sign an agreement or contract for the council—even if there is no cost associated with the rental. All agreements you enter into should be made on a personal basis.
- Check with your Troop Support Specialist to ensure you are following accepted practices when using private transportation; this ensures that both you and your council are protected by liability insurance in the event of an accident.
- Read all rental agreements to be sure you comply with their terms and avoid surprises. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Confirm the vehicle is adequately insured, knowing who is responsible for vehicle damage or the loss of the vehicle itself. Also, ensure you have a good paper trail, with evidence that the vehicle rental is Girl Scout -related.
- Obtain parent/caregiver permission for any use of transportation outside of the meeting place.

Please review the “Transporting Girl Scouts” section of [Safety Activity Checkpoints](#) for more information.

GIRL SCOUT MEMBERSHIP

Girl Scouts is committed to the safety and well-being of its girl and adult members. Every participant (girl or adult), participating in any aspect of Girl Scouts must be a registered Girl Scout.

All girls participating in a trip, grades K-12, should be registered Girl Scout members. All adults who will work and interact with girls during your trip must be registered and successfully complete a background screen. Additionally, all adults spending the night at troop trips, both female and male, must be registered members and successfully complete a background screen.

INSURANCE

Girl Scouts of the USA (GSUSA) sponsors activity accident insurance with Mutual of Omaha for all Girl Scout members. This insurance is intended to be a supplemental accident injury coverage to cover out-of-pocket medical expenses for those injured during a Girl Scouts supervised event, activity, troop/group meeting, or trip.

Insurance Plan Included in Your Girl Scout Membership

Basic Plan 1: Covers Girl Scout members and non-members, who are invited to participate, and are injured during the Girl Scout sponsored and supervised activity or trip.

- Pays the first \$140.00 of medical expenses plus any out-of-pocket medical expenses that are not covered under the injured person's personal (or family) medical insurance, such as out-of-network charges, large deductibles, or ambulatory services.
- If the injured person does not have medical insurance, the Basic Plan 1 will drop down to cover medical expenses from dollar one.
- Most situations within Girl Scouts are covered by the automatic Basic Plan 1, which covers accidental bodily injury. Accidental bodily injury would include exposures such as a tick bite or food poisoning, as long as the incident is reported as an accident or incident to your council at the time it occurs.

Optional Insurance Plans

[View insurance plan details here](#). Use the insurance calculator tool on the next page to calculate the cost.

1. Plan 3P (Accident Plus Sickness): Covers the same as Basic Plan 1 plus sickness coverage. Sickness coverage must be purchased separately and is intended as an option for extended, long-distance trips.
2. Plan 3PI (Accident Plus Sickness for International Trips): Plan 3PI coverage is required for international trips. It provides accident plus sickness coverage for trips outside of the United States. The Basic Plan 1 will not cover international trips, so it is necessary to purchase Plan 3PI when taking Girl Scouts on international travel.

Please **contact your area Troop Support Specialist** to determine if your trip needs additional insurance. To ensure insurance claims can be processed, please see the “Accident/Incident Report” section below.

	A	B	C	D	E
	Number of Participants	Number of Days	Number of Participants per Day (A x B)	Premium per Day	Total (C x D)
Plan 1: Accident Insurance Basic Coverage	-	-	-	-	The cost is paid by GSUSA
Plan 3P: Accident Plus Sickness Insurance				\$0.70	
Plan 3PI: Accident Plus Sickness Insurance for International Trips				\$1.17	

ACCIDENT/INCIDENT REPORTS

When an accident, injury, or illness occurs at a Girl Scout sponsored activity, the GSSN Finance department must be informed as soon as possible. Filing this report with the council will ensure timely communication with parents/caregivers, the media, and/or insurance companies, and incident documentation must be maintained in the council records. All occurrences must be reported, even if first aid or medical attention is not required. What seems like a slight mishap can later turn into a problem, which may require medical attention or an insurance filing.

The **Accident/Incident Report** should be completed by the person in charge of the event or activity at the time of the accident, injury, or sickness. This may be a troop co-leader, day camp director, event coordinator, trip leader, etc. When completing the form, be specific and detailed as this will be the only original record of the occurrence. The report should clearly explain in detail what happened. If possible, the report should be filled within 24 hours of the accident/incident.

The GSSN Finance department will take the necessary action based on the information provided in the report. This may include contacting persons listed on the report, sending insurance forms to the injured/sick person or to the parent/caregiver, following up on the incident with other staff members /volunteers, and maintaining the Accident/Incident Report file and other records. Only the Finance department should complete an insurance form. If you have questions on the status of an accident or insurance reporting, contact Member Support at 402.558.8189.

TRIP CHECKLIST

Please review the **Volunteer Guide** and **Safety Activity Checkpoints** for all planned activities.

- Health History/Activity Permission Forms** for All Participants
- Physical Examination Forms** for All Participants
- Adequate Adult Coverage via **Volunteer-to-Girl Ratios**
- Certified First Aid/CPR Adult
- Certified Outdoor/Lifeguard Adult
- Emergency Procedures
- Emergency Procedures Training for Adults
- Girls Reviewed Personal Protection Guidelines
- Additional Insurance Coverage
- Vehicles Properly Licensed/Insured
- Vehicles Equipped with First Aid Kit
- Helmets for Horseback Riding

SUBMISSION INSTRUCTIONS

MAIL:

Girl Scouts Spirit of Nebraska
 Attn: Member Support
 1010 N. 96th St, Ste. 102
 Omaha, NE 68114

EMAIL: MemberSupport@girlscoutsnebraska.org



Troop Trip Request Application

This application is fillable for your convenience! Please save this PDF to your computer BEFORE typing your information into the fields below. [Adobe Acrobat's](#) "Fill & Sign" tool is recommended—it's free!

TROOP/GROUP INFORMATION

Co-Leader First Name: _____ Last Name: _____

Phone: _____ Email: _____

School Name or Service Unit Number: _____

Five Digit Troop Number: _____ Grade Level(s): D B J C S A

TRIP INFORMATION

Destination: _____

Transportation Method (Car, Bus, Plane, etc.): _____

Departure Date: _____ Return Date: _____

Number Girls Attending: _____ Number Adults Attending: _____

Overnight Accommodation: _____

Street Address: _____

City: _____ State: _____ Country: _____

Brief Itinerary (Including Major Activities):

CERTIFICATIONS

Please submit front and back copies of certificates (First Aid/CPR, outdoor, lifeguard, archery, canoe, etc.). All trips are required to have at least one adult volunteer (over the age of 18) with First Aid/CPR certification.

FULL NAME	PHONE	EMAIL	SPECIALTY TRAINING(S)	EXP. DATE
			First Aid	
			CPR	

TRIP ROSTER

If your entire roster cannot fit onto the table below, please print extra pages to include each participant. "Tag-Alongs" are all unregistered adults, boys, and girls not of Girl Scout age. Please see the "Girl Scout Membership" section on page 3 for membership registration requirements.

FULL NAME	ADULT, GIRL SCOUT, OR TAG-ALONG?	REGISTERED MEMBER (Y/N)?	EMAIL	PHONE	EMERGENCY CONTACT NAME	EMERGENCY CONTACT PHONE

AUTHORIZED SIGNATURE

I have verified our troop’s readiness for this event. I have carefully completed the items on the checklist (from page 4) which pertain to our trip and consulted the [Volunteer Guide](#) and [Safety Activity Checkpoints](#) to assure that proper procedures are followed. I have completed the above trip roster with the participating girl(s) and adult(s) clearly marked.

Co-Leader’s Signature: _____ Date: _____