

Application for Troop Trip/Camping



Before the troop trip, please complete the following application and submit to the Camp & Travel Program Manager for approval at least four weeks before the planned trip. This form should be used for all troop trips more than 200 miles round trip and all troop camping on a site not owned by GSBDC.

Section 1—Required for all Troop Trips/Camping

Name of Applicant: _____ Troop #: _____ Service Unit(s): _____

Address: _____ City, State, Zip: _____

Phone #: _____ E-mail: _____

Time & Date of Departure: _____ Time & Date of Return: _____

Location of Trip: _____

	Location		City		State
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Number of Participants: _____ Girls _____ Adults Are all participants registered Girl Scouts? Yes No

Is extra insurance needed?: Yes No Name of qualified First-Aider: _____

(Extra insurance is needed if the event will have non-Girl Scout participants (girls or adults) or is longer than 2 nights)

Age level of participants on the trip? (Please check all that apply):

Daisy Brownie Junior Cadette Senior Ambassador Family Activity

Section 2—Activity Information—Required for all Troop Trips/Camping

Please list all major activity locations and hotels, etc. Use additional sheet of paper if necessary.

Location: _____ Date(s): _____ Activity: _____

Location: _____ Date(s): _____ Activity: _____

Location: _____ Date(s): _____ Activity: _____

Location: _____ Date(s): _____ Activity: _____

If aquatic activities are planned, please provide the name of lifeguards and attach certification: _____

Emergency contact on the trip (where you can be reached on the trip/camping):

Name: _____ Phone #: _____

Emergency contact person at home while you are gone (typically another adult associated with the troop who is not on the trip/camping)

Section 3—Activity Preparedness—Required for all Troop Trips/Camping

Have the following areas been reviewed with the troop to prepare for the activity/trip? (Please check all that apply):

<input type="checkbox"/> Buddy System	<input type="checkbox"/> Parent Permissions have been collected
<input type="checkbox"/> Travel Safety	<input type="checkbox"/> Health Histories have been collected for each participant (girls and adults)
<input type="checkbox"/> Stranger Danger	<input type="checkbox"/> Parents understand all plans and have received detailed itineraries.
<input type="checkbox"/> Crisis Plan	<input type="checkbox"/> Parents have received emergency contact information for the trip/camping.
<input type="checkbox"/> Insurance Claim forms	<input type="checkbox"/> First Aide kit has been restocked and packed
<input type="checkbox"/> Reviewed Trip/Camping Safety Activity Checkpoint	

Section 4—Transportation—Required for all Troop Trips/Camping

What type of transportation will be used for the troop trip/camping?

Private Vehicle* Chartered Bus* Leased/Rented Vehicle Public Transportation

*If private vehicles are being used, all cars and drivers must comply with state laws.
*If chartered vehicles are being used, a copy of their insurance liability needs to be on file with GSBDC.
*If rented vehicle is being used, a copy of the contract needs to be on file with GSBDC. We strongly encourage purchasing the additional insurance provided by the renting company.

Section 5—Camping—
Submit Only if Troop is Camping on site not owned by GSBDC

Name of person on trip with outdoor training: _____ Date of Certification: _____
 (To take troop camping, at least one adult supervising the girls must have completed outdoor training.)

Check any of the following specialized activities your troop plans on doing during camping.

- Canoeing List adult with certification: _____
- Archery List adult with certification: _____
- Backpacking List adult with certification: _____
- Hiking List adult with certification: _____
- Challenge Course/Ropes List company providing activity: _____
- Whitewater Rafting List company providing activity: _____
- Horseback Riding List company providing activity: _____
- Snow Sports List company providing activity: _____

Participants must agree to practice Leave No Trace Principles while camping. Check the box to indicate agreement.

Equipment: If specialized equipment is indicated in *Safety-Wise* for this activity, describe what will be used and who will provide the equipment: _____

Section 6—Activity Budget—
Only submit if Trip/Camping is more than \$50 per person

Only complete this section if the trip/camping activity budget is more than \$50 per person.

Expected Income:

Troop Treasure = \$ _____
 Fees from Girls = \$ _____
 Fees from Adults = \$ _____
 Other expected income (Please list sources): = \$ _____

Total Expected Income: = \$ _____

Expected Expenses

Insurance (\$0.11 per person X ___ people X ___ days) = \$ _____
 Food = \$ _____
 Lodging = \$ _____
 Transportation = \$ _____
 Admission Fees (i.e. movies, museums, amusement parks, etc.) = \$ _____
 Other (please list) = \$ _____

Please indicate the trip cost for:

\$ _____ per girl \$ _____ per adult

I have read the *Safety-Wise* section in *Volunteer Essentials* and agree to uphold all standards.

Signature of Leader: _____ **Date:** _____

Signature of Program Manager _____ **Date:** _____

Trip/Camping Approved: Yes No