



APPLICATION FOR TROOP/GROUP TRAVEL SIMPLE OVERNIGHT TRIP



Type of Trip:

- One or two nights away while lodging at a hotel, motel, cabin, condominium, or any facility with attached bathrooms (has running water)
- A camping experience of less than 24 consecutive hours

Requirements:

- Girls must be involved in the overall development of plans for this trip.
- The decision to travel was made by all the girls, the leaders and adults.
- Girls and adults have made realistic and detailed plans for the trip.
- The parent/guardians understand the purpose and support the trip.
- Girls and adults traveling with the troop/group will review all *Safety-Wise* standards and guidelines for travel and all Girl Scouts of Utah policies.
 - o *Safety-Wise* – Chapter 5
- Girls and adults know and understand the plans for health, safety, and emergencies.
- First-Aider / CPR must be present during trip.
- The trip has a clear purpose and complies with Girl Scout policy, standards, and program goals.
- Travel plans have been carefully made and reservations booked with **refundable deposits**.
- Troop Money-Earning Project form (# 02-PRO-0069) must be completed if troop/groups are participating in additional money-earning activities to finance the trip. All required forms must be completed as indicated in troop money-earning guidelines and submitted to your service unit finance director.
- Trip Binder is updated and completed – a complete copy is present in each vehicle and a complete copy is left with **troop emergency person**.

Rule of Thumb for Planning:

Have 3 months of planning for every 3 days of travel.
So if a trip will be 1 week, begin planning at least 6 months in advance.

Completed application is given to:

Service Unit Event Director: _____



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SIMPLE OVERNIGHT TRIP**



Girl Scouts of Utah

www.gsutah.org

Council Resource Center (CRC)

Mail to: PO Box 57280
445 E 4500 S
Salt Lake City, UT 84157-0280
(801) 265-8472, (800) 678-7809
Fax: (801) 261-1213

Central Utah Service Center (CUSC)

1549 N State St
Orem, UT 84057
(801) 224-9852, (800) 781-0250
Fax: (801) 224-0632

Northern Utah Service Center (NUSC)

4161 Riverdale Rd
Riverdale, UT 84405
(801) 394-3077, (800) 781-0198
Fax: (801) 394-5907



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Date of Application: _____

Submit **6 weeks prior** to trip to **your service unit director or service unit event director** for approval.

- Before application is submitted, troop must be currently registered with GSUSA.
- Please complete a separate request for each trip.

Troop Information:

Troop #: _____ Grade level: _____ Service unit: _____

Leader: _____ Phone: (____) _____

Address: _____
Street City State Zip

Adult in charge (if different than leader):

Name: _____ Phone: (____) _____

Address: _____
Street City State Zip

Emergency contact person: _____ Phone # (____) _____

Trip Information

Destination: _____
City State

Departure date: _____ Return date: _____

Participants:

Number of participants:

Girls: _____ Female Adults: _____ Male Adults: _____ Tagalongs: _____ Total: _____

Trip Roster form (# 02-0087) completed and submitted

Are non Girl Scout members attending troop trip?

No

Yes – If yes, Insurance Enrollment Form for Extra Insurance (#02-0030) needs to be completed and payment attached.

Plan 2 – Required when non-registered participant (including family members) are attending any portion of troop trip. Cost for extra insurance is determined on the form.

Payment _____ check _____ credit card _____ cash



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Forms of Transportation

Privately owned vehicles: Number of Drivers _____

Leader has confirmed that each driver is/has:

- Currently registered adult (18 years of age or older) member of GSUSA
- Current valid auto insurance card
- Current valid driver license
- Completed a Safe Driver Pledge form (*Safety-Wise*, pgs. 55-56), which is placed in each vehicle.

Chartered buses:

- Attach certificate of liability insurance form from bus company

Mass Transit

- Bus
- Trax
- Commuter Rail

Other (please provide details)

Use of 15-passenger vans is prohibited for any Girl Scout activity.

For more information, refer to the current GSU Volunteer Resource Guide.

Itinerary

Trip Itinerary form (# 02-0088) completed and submitted

High Adventure Activity: Refer to *Safety-Wise* (pages 79-80) or *GSU Volunteer Resource Guide* for assistance on what are approved and not approved high adventure activities.

- No
- Yes - High Adventure Activity Application for Approval form (# 02-0071) completed and submitted
 - All high adventure activities require advance GSU staff approval.
 - **Do not** sign any agreement/release form prior to approval of your adventure.
 - All outfitters/companies must have liability insurance.
 - Submit copy of outfitter/company's certificate of liability insurance
 - Submit copies of agreement and participant release/waiver forms

Required Trainings / Certifications

Troop's First Aider must be present during trip

Exception: a certified First Aider is provided by the site/facility. This only applies if the troop/group will remain at the site during the entire trip.

Name of First-Aider: _____

Type of First-Aid certification: _____ Expiration date: _____

Type of CPR certification: _____ Expiration date: _____

Submit copies (front and back) of current certification cards.



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Required Trainings / Certifications

When Swimming (refer to *Safety-Wise*, page 120 – 123, for requirements)

➤ Name of lifeguard: _____

Type of lifeguard certification: _____ Expiration date: _____

Submit copies (front and back) of current certification cards.

When Boating/Rafting (refer to *Safety-Wise*, page 112 – 125, for requirements)

➤ Name of small craft instructor: _____

Type of small craft certification: _____ Expiration date: _____

Submit copies (front and back) of current certification cards.

Troop Keeps:

Completed copy of application and required forms

Completed forms for each participating member and keep them with troop while on trip:

Girl Event Release & Health History Form (# 02-0038)

Adult Event Release & Health History Form (# 02-0034)

Submitted by: _____
Name (print)

Signature

Submitted Date

**Submit completed application and copies of forms to
your service unit director or service unit event director.**

FOR USE BY SERVICE UNIT DIRECTOR OR SERVICE UNIT EVENT DIRECTOR

Reviewed and approved by: _____
Name (print)

Signature

Date approved