



Girl Scouts of Cahaba Council

TROOP TRIP APPLICATION

To be completed 3 weeks in advance for all trips that meet the criteria listed below. An application is not required for events requiring registration through the Council including camping events at Council-owned sites.

A trip itinerary and roster of participants **MUST** be attached for processing.

A Troop Trip Application is required if your trip is (check all that apply):

The categories below require the purchase of additional insurance.

- Day trip over 75 miles one way
- Overnight lasting two nights or less
- Overnight lasting three nights or over
- Overnight lasting one week or more
- Trip involving international travel

Trip Contact Information:

Trip Organizer's Name _____ Phone _____ / _____
Day Evening

Address _____
City State Zip

Troop Number _____ Program Level _____ Service Area _____

Trip Details:

Date(s) of trip _____ to _____
Departure Return

Destination _____ Approximate # of miles one way _____

Name and address of site where group will be staying: _____

_____ Phone _____

Purpose of trip _____

How are you traveling? Private Transportation: Number of cars _____

Public Transportation: Type _____

Will vehicle travel time exceed two hours? Yes No If yes, an approved relief driver is required.

Planned route of travel (include highway numbers, road names, etc.) _____

Vehicle rental (if applicable):

Name of bus/vehicle rental company _____ Owner _____

Insurance provider _____ Type/Policy # _____

Will there be any specialized activity that requires a certified instructor or lifeguard (including archery, backpacking, boating, canoeing, challenge courses (ropes), horseback riding, rafting/tubing, sailing, skiing, swimming)?*

Yes No

Indicate the name of the certified instructor or lifeguard: _____

A copy of the individual's current certification must be attached.

*A Troop Trip Application with this information is not required if these activities occur at a Council-sponsored event or at Council-owned sites.

Safety Information:

Emergency contact information (someone who will be at home with itinerary in case of emergency):

Name _____ Phone(s) _____

Has written consent of parents been obtained? Yes No

Has a health history been obtained from parents (including a statement concerning physical well-being if strenuous activity has been planned?) Yes No

List the first aid equipment you are taking: _____

Name of qualified First Aider: _____

Have you obtained an accident insurance form (to be used in the event a child needs medical care)? Yes No

Have you obtained additional insurance from the Council if your trip lasts 3 nights or longer or includes international travel? Yes No

Troop Trip Checklist:

- Are all participants registered as members of the Girl Scouts of the USA? Only registered girls and adults are covered by Girl Scout Activity Accident Insurance.
- Have you obtained additional insurance if your trip lasts 3 nights or longer or requires international travel?
- Are all drivers involved insured, licensed and have they completed a Driver Safety Checklist which you have on file?
- Do you have written agreements for the rental of vehicles to be used on this trip (even if there is no cost)?
- Have you attached proof of insurance for leased or chartered vehicles?
- Have you attached an itinerary of your trip?
- Have you attached a roster of all trip participants?

*We, the undersigned, have consulted **Safety-Wise** in planning this trip and agree to maintain all health and safety standards set forth, and hereby make application to conduct this Girl Scout trip as described herein.*

Troop Leader (or Adult in Charge of Trip, if other than troop leader)

Date

Submit completed application to:
Troop Trip Committee
Girl Scouts of Cahaba Council
105 Heatherbrooke Park Drive
Birmingham, AL 35242
Fax (205)980-4753

For internal processing

Approved? Yes No Date: _____

If trip is not approved, what changes are needed in troop planning? _____

Council Staff Signature: _____ Title: _____

