



### Troop Trip Guidelines

To plan a safe, enjoyable trip, be sure to refer to *Safety-Wise: Planning Trips with Girl Scouts* (Chapter 5), *Basic Safety Guidelines* (Chapter 4), and *Activity Checkpoints* (Chapters 7-10) for specific information on activities planned for the trip.

#### Basic Preparation

Trips provide an opportunity to set and meet both short- and long-term goals. Depending on the interest of the girls, the trip may be planned over a period of several months or years. It is the responsibility of the adult volunteers to guide girls in choosing and organizing a trip that reflects the experience and planning ability of the girls.

#### Procedures for Troop Trips

A *Troop Trip Application* and *Emergency Contact Roster* needs to be submitted to the council for:

- One- to two-night trips to noncouncil-owned sites more than 100 miles from troop’s community
- Extended trips – three or more nights
- International trips

The *Troop Trip Application* and *Emergency Contact Roster* can be found at [www.gswise.org](http://www.gswise.org) and at your local Girl Scout service center.

#### Trip Application and Approval

Trip	Insurance Requirements	Application Due
Day or one- to two-night trip to noncouncil-owned site less than 100 miles from troop’s community	Additional insurance necessary for unregistered Girl Scouts	Do not need prior council approval. Trip must comply with <i>Safety-Wise</i> and council policies and procedures.
One- to two-night trip to noncouncil-owned site more than 100 miles from troop’s community	Additional insurance necessary for unregistered Girl Scouts	Application due <b>one month</b> before departure
Extended trip – three or more nights	Additional insurance required for all participants	Application due <b>two months</b> before departure
International trip	Additional insurance required for all participants	Council needs <b>two years</b> advance notice (contact program manager), application due <b>four months</b> before departure

#### Insurance

Additional activity/accident insurance must be obtained for all unregistered participants and for all participants going on trips that are three or more nights. Contact the council at least one month before trip departure to determine which plan is appropriate for your troop’s trip.



Girl Scouts of Wisconsin Southeast

### **Safety**

Adult-in-charge must obtain girl permission slips. Leave a copy of the detailed *Troop Itinerary* form and the *Emergency Contact Roster* with an adult that is not attending the troop trip. For trips of a day or more, at least one currently certified first-aider must be present. Check *Safety-Wise* to determine if other special training or certifications are required for any activities. A certified lifeguard must be present at any public or private swimming site (see *Safety-Wise* for more lifeguard/water safety information). If horseback riding is planned, refer to [www.gswise.org](http://www.gswise.org) for up-to-date information on the approved horseback riding facilities.

### **Contracts**

A council-authorized signature is required on all site agreements, vehicle rental contracts, and chartered bus rentals, even if there is no charge. Certificates of Liability Insurance may be required from an organization prior to signing a contract. To obtain council-authorized signatures and Certificates of Liability Insurance, contact the program manager at least six weeks in advance.

### **Financing the Trip**

Discuss how the trip will be paid for in the early planning stages of the trip. Trips are generally financed by the troop budget through council product sales and troop dues. For more extensive trips, troops may need to plan additional money-earning activities over more than one year in advance. Money-earning activities need to be approved by the council. For more information contact the director of community development at your local Girl Scout service center.

### **Health Histories/Examinations**

Health histories are required for participation in physically demanding activities such as water sports, horseback riding, and skiing. Health examinations are required for participation in a trip of more than three nights. (See *Safety-Wise* for more information.)

### **Not Recommended/Not Permitted**

The following activities are either not permitted or not recommended as Girl Scout activities (see *Safety-Wise* for more information): activities that involve shooting a projectile at another person such as paintball; activities that involve free falls such as bungee jumping or using a trampoline; extreme variations of sports activities, hunting, riding all-terrain vehicles and motor bikes, watercraft trips in Class V and above, whitewater, chartering boats longer than 16 feet, and chartering planes.