Girl Scouts of Eastern PA
Older Girl Travel Plan Process

GETTING STARTED

In order to complete and submit the OGTP request form, you must create a username and password. When you apply for the first time, you will be prompted to create one.

Older Girl Travel Plan Request 2016
Deadline: September 30 2017 at 11:59 pm EDT (Midnight)

› DESCRIPTION

Older Girl Travel Plan credits can be used for approved troop trips, official GSUSA Destinations, and official GSEP sponsored trips. OGTP credits can be requested on behalf of multiple girls in a troop, or by an individual girl.

*OGTP credits earned during the 2016 cookie season expire September 30th, 2017.
*OGTP credits earned during the 2015 cookie season expire September 30th, 2016.

› REQUIREMENTS

-Every girl using OGTP credits must be a registered Cadette, Senior, or Ambassador within Girl Scouts of Eastern PA.
-Troop trips must be approved in order to use OGTP credits.
-A girl must be officially enrolled in a Destination or GSEP sponsored trip in order to use OGTP credits.
-Invoices and other other required paperwork must be received and must contain all the required information before OGTP credits are processed.

› PREVIEW

Preview

Apply or Already have an account? Sign In

SECTION 1 – GENERAL INFORMATION

The first section is where you will enter the contact information of the adult who is requesting credits on behalf of her girl(s). This could be a troop leader requesting credits for girls in her troop for a troop trip, or a parent requesting credits for their daughter for a Destination or GSEP sponsored trip.

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1. General Information

General Information

Please enter the information of the leader or parent who is requesting travel credits on behalf of their girl(s).

Adult First Name *

Darth

Adult Last Name *

Vader

Email *

dvader@deathstar.com

PAGES

♦ General Information

OGTP Credit Request

Required Documents

Leader/Parent State...

SECTION 2 – OGTP CREDIT REQUEST

This section is where you will enter the name of the girl(s) and credit amount she/they earned. You will first select what type of trip your girl(s) is/are taking - Troop Trip, GSUSA Destination, or GSEP Sponsored Trip.

Depending on what trip you select, you will see questions based on that type of trip. For example, if you select Troop Trip, then indicate that you have 4 girls using OGTP credits, it will populate a field that asks you the names and credit amounts for 4 girls.

SECTION 3 – REQUIRED DOCUMENTS

This section is where you will upload the invoices or other documents required to authorizes funds for the OGTP credit request. Depending on what type of trip you selected, this section will specify what documents are required for that type of trip.

SECTION 4 – LEADER/PARENT STATEMENT OF COMPLIANCE

In this section, you are acknowledging and agreeing to the rules of requesting OGTP credits. Your typed name will act as an electronic signature.

SAVING YOUR PROGRESS

You do not have to complete the application in one sitting, and may log in multiple times to add to or change your applications. At the bottom of each page is a SAVE option, which will save your progress so far, so you can come back to it later.
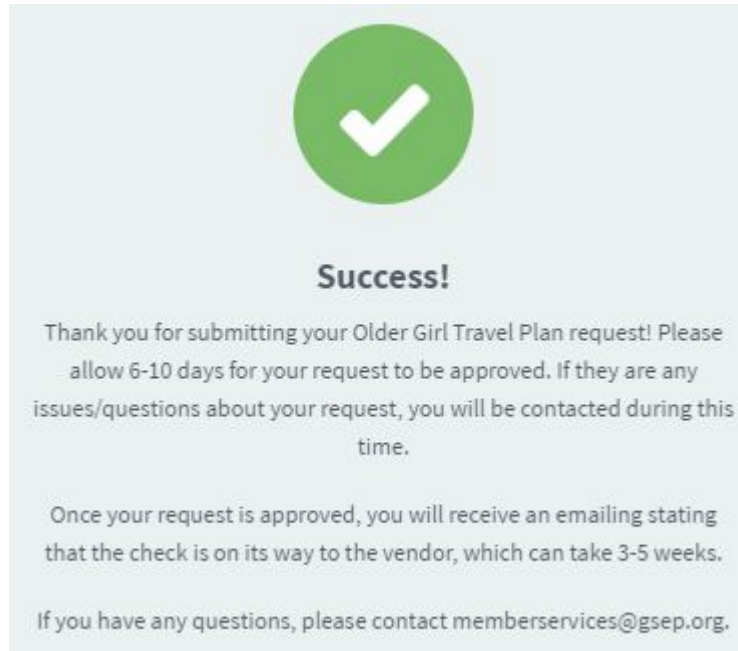

COMPLETING REQUIRED FIELDS

All fields marked with a **red asterisk*** are required and must be completed in order to successfully submit your request. If any required fields are not completed, you will receive an error message and those fields will be highlighted in red.

SUBMITTING YOUR OGTP CREDIT REQUEST

When you have successfully completed and submitted the OGTP credit request form, you will see this confirmation page and will also receive a confirmation email that your request was successfully submitted.

Success!

Thank you for submitting your Older Girl Travel Plan request! Please allow 6-10 days for your request to be approved. If they are any issues/questions about your request, you will be contacted during this time.

Once your request is approved, you will receive an emailing stating that the check is on its way to the vendor, which can take 3-5 weeks.

If you have any questions, please contact memberservices@gsep.org.

OGTP CREDIT REQUEST TIMELINE

Once you have successfully submitted your OGTP credit request, please allow **6-10 days** for your request to be approved. If there are any issues/questions about your request that may delay the approval, you will be contacted during this time.

You will receive a confirmation email once your request is approved and the check is on its way to the vendor. This process can take **3-5 weeks**.

Please keep this in mind as you are planning for your trip and be aware of any payment deadlines from your vendors. Submit your OGTP credit requests at least **6 weeks** before your payment deadline to ensure payments are received on time. GSEP is not responsible for any incurred late fees.

If you have any questions about Older Girl Travel Plan, please contact
memberservices@gsep.org.