

Trip Guide



Membership Year 2026
Expires July 1, 2026



Travel Progression



Local Field Trip

Visit a nearby spot, possibly during your regular meeting time.

Recommended for: Daisy, Brownie

Minimum age: Daisy

Day Trip

Plan an all-day trip. Try a council event or local attraction.

Recommended for: Daisy, Brownie, Junior

Minimum age: Daisy

Overnight

Help Girl Scouts plan their first single overnight—maybe at a council event, camp, or nearby attraction.

Recommended for: Brownie, Junior

Minimum age: Daisy (with Day Trip experience in Girl Scouting)

Short Trip

Spend two to three nights in your region, up to a six-hour drive away from home. Girl Scouts plan budget and schedule.

Recommended for: Junior, Cadette

Minimum age: Brownie (with Overnight experience in Girl Scouting)

Extended Trip

Travel the country! Extended trips last four or more nights OR take place more than a six-hour drive from home.

Recommended for: Cadette, Senior, Ambassador

Minimum age: Junior (with Short Trip experience in Girl Scouting)

International Trip

Travel the world! These life-changing trips usually take two to three years to save for, plan, and prepare.

Recommended for: Senior, Ambassador

Minimum age: Cadette (with Extended Trip experience in Girl Scouting)

Individual Travel

Individual Girl Scouts can sign up for independent travel and meet new Girl Scout friends through council-offered travel opportunities or GSUSA's Destinations program.

Recommended for: Senior, Ambassador

Minimum age: Cadette (with Extended Trip experience in Girl Scouting)

When moving up to the next step, consider each Girl Scout's independence, ability to work well in groups, flexibility, and experience with cultures other than their own.



Through progression, Girl Scouts build skills to become lifelong travelers and global citizens. Girl Scouts take the lead in planning a new adventure at every level.

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Troop Trip Overview

What is a Troop Trip?

A troop trip is defined as any activity outside of your regular troop meeting location. An overnight activity at your meeting location is also considered a trip.

Types of Troop Trips

Girl Scouts defines six types of Troop Trips, each with slightly different requirements and considerations.

- **GSEP Program on GSEP Property:** Any trip where girls are attending a GSEP led program on one of GSEP's six properties (Mountain House, Laughing Waters, Shelly Ridge, Valley Forge, Wood Haven, and Mosey Wood)
- **Day Trip:** Any trip starting and ending on the same day, this includes GSEP programs at a partner location.
- **Overnight Indoor Trip:** Any trip that spans more than one day and involves girls spending at least one night inside (hotel, museum, etc.).
- **Overnight Outdoor Trip:** Any trip that spans more than one day and involves girls spending at least one night in an outdoor setting (lodge, cabin, tent, etc.) or involves significant outdoor activities (campfire, hiking, etc.)
- **Extended and/or International Trip:** Any trip that is 3 or more nights and/or when girls leave the United States.
- **GSUSA Destinations:** Any official GSUSA destinations trip.

Trip Activities

Girl Scouts may be interested in participating in a variety of activities when on a trip. Those activities can fall into three categories.

- **General:** All activities that are permitted and not considered high risk.
- **High Risk:** A specific set of activities listed on page 8. Participating in a high-risk activity requires Certificate of Insurance (COI) from the business/location. See more information on page 8.
- **Not Permitted:** There is a set of activities listed on page 8 that are not permitted as Girl Scout activities.

Troop Trip Requirements

Depending on the type of trip, there are different requirements to ensure safety and insurance compliance. Below are definitions of all the types of possible requirements. To determine which of these are required for the trip you are planning, see the chart on page 4.

All Trips

Links to forms are on page 15.

- Permission for Troop Activity Form for all girls: General permission slip signed by parents.
- Girl Health History & Release Form for all girls: Information about allergies, emergency contacts and medical background.
- GSEP Trip Application: Form outlining the trip submitted at least 2 weeks in advance to the Service Unit Manager for approval.
- Adult Supervision aligned to the Troop Trip Ratios (see page 6).

Some Trips

- Attending volunteer who has current First Aid and CPR certifications on file with GSEP. See page 7 for information First Aid certification.
- Attending volunteer who has completed specific GSEP trainings. See page 9.
- Certificate of Insurance (COI) from trip and/or activity provider. See page 8.
- Up to date Volunteer Driver forms. See approved transportation on page 5.
- Extended Trip Application: A trip application for international travel or travel of 3 or more nights. This webform gets submitted to GSEP for approval. *This form replaces the GSEP Trip Application.*
**Service Unit Manager must be notified of intent to travel.*

Troop Trip Requirements

	GSEP on GSEP Property*	Day	Overnight Indoor	Overnight Outdoor	International & Extended Trips (p 14)	GSUSA Destination
Permission for Troop Activity Form	X	X	X	X	X	X
Girl Health History and Release	X	X	X	X	X	X
GSEP Trip Application Approved (submit 2 weeks in advance)		X	X	X	X (extended form; 1-3 months)	X
Adult Supervision with Trip Ratios	X	X	X	X	X	X
Passports & Permission to Travel with Minors/ Mexico Travel					International Only	Passport Only
Complete GSEP Troop Travel Training		O	O	O	O	O
Complete GSEP Indoor Overnight Skills Training			X	X	X	
Complete GSEP Outdoor Overnight Skills Training 1 & 2				X	X	
Attending First Aid Certified Adult		X	X	X	X	X
Certificate of Insurance		For any high risk activity happening on the trip (see page 8).				
Volunteer Driver Forms	Any time a volunteer is driving children who are not their own.					
<p>*GSEP also organizes programs through partners across the council. A partner program that does NOT occur on a GSEP camp property is considered a general day trip.</p> <p>X: Required O: Recommended, not required.</p>						

Policy Note

While a Troop Leader is not required to attend every troop trip, they need to be made aware. Troop Trip Training in gsLearn is recommended for all registered and background cleared Trip Leaders, regardless of their official role within the troop.

Safety Policies and Best Practices

Considering and planning for a safe trip is a priority at Girl Scouts.

Trip Safety Requirements: Requirements for all possible activities including procedures, expectations, and specific required safety measures are included in the [GSUSA Safety Activity Checkpoints](#).

Trip Safety Preparation: To ensure a safe trip, do the following prior to a trip.

- ❑ Attend recommended and required trainings aligned to trip type.
- ❑ Gather and review all required paperwork from parents (see page 4).
- ❑ Ensure parents are aware of and agree to any High Risk Activity (list on page 8).
- ❑ Pack a comprehensive First Aid kit and include the GSEP Incident/Accident Report form .
- ❑ Speak directly with any parent whose child must take medication during the trip – get all directions in writing including where and how medication will be stored.
- ❑ Ensure sleeping arrangements meet Girl Scout requirements (see page 6).
- ❑ Ensure an emergency contact not attending the trip has a copy of the troop trip roster and all family contact information for girls attending.
- ❑ Ensure all Volunteer Driver forms are collected if needed.

Approved Transportation

Troop-arranged transportation includes carpooling, renting/leasing vehicles, and chartering a bus. GSEP must have a COI on file for your bus chartering company.

Transportation Mode	Required Documentation
Drop off at destination	N/A
Private Car	Volunteer Driver form
Bus/Train/Ferry (public transportation)	N/A
Bus (charter)	Certificate of Insurance
Van (10 passenger private or rental)	Volunteer Driver form/Certificate of Insurance
Van (12 passenger with CDL driver)	Volunteer Driver form/Certificate of Insurance
Commercial Airlines	N/A
Boat (private)	Certificate of Insurance
Ride-share Companies	N/A, but check vehicle license plate, make/model of vehicle and confirm driver’s name Each passenger must have and wear a seat belt

Girl Scout/Adult Ratios

Girl Scouts' adult to girl ratios show the minimum number of registered and cleared adult volunteers are needed to supervise a specific number of girls. Note that more adults are required on troop trips than for troop meetings.

GIRL SCOUT TROOP LEVEL	GROUP MEETINGS		EVENTS, TRAVEL & CAMPING	
	2 non-related adult volunteers (at least 1 female) for up to this # of girls:	Plus 1 more adult volunteer for up to this # of additional girls:	2 non-related adult volunteers (at least 1 female) for up to this # of girls:	Plus 1 more adult volunteer for up to this # of additional girls:
Daisies (Grades K-1)	12	6	6	4
Brownies (Grades 2-3)	20	8	12	6
Juniors (Grades 4-5)	25	10	16	8
Cadettes (Grades 6-8)	25	12	20	10
Seniors (Grades 9-10)	30	15	24	12
Ambassadors (Grades 11-12)	30	15	24	12

In addition to the adult-to-Girl Scout ratios, please remember that adult volunteers and chaperones must be at least 18 years old, and registered and background cleared as adult volunteers. Volunteer drivers must be at least 21 year old, as well as registered and background cleared. One lead volunteer in every group must be female.

Overnight Sleeping Arrangements

Always ensure the following:

- Everyone has their own bed
- Girl Scouts and adults do not share a bed

In an instance where adults need to share a sleeping area with Girl Scouts (for example: an open-space sleeping environment, or to support a girl with special needs), two unrelated adult females must be present.

Note: If it's a troop trip that includes families, the family unit may stay together in the same sleeping quarters.

Men on Overnight Trips

Men are welcome to attend trips and overnight outings with Girl Scouts and camp at GSEP sites. However, the following guidelines need to be followed:

- Men do not sleep in the same tent or room with Girl Scouts
- Men must have separate restroom facilities—please see a GSEP ranger when visiting council sites
- Take into consideration that other troops using the property may have male volunteers with them

First Aid Policies

- A First-Aider is an adult volunteer who has taken Girl Scout-approved First-Aid and CPR training.
 - Scan the QR code for a list of GSUSA-approved training providers.
 - Upload valid certifications in gsLearn. After logging into myGS, navigate to gsLearn. Then locate 253 First Aid CPR/AED - General course. Click the “upload certification cards/certificate” text.
- A First-Aider must be available to attend all trips and have a first-aid kit with them at all times.
- Information on first-aid kits and medications can be found below.
- Emergency procedures can be found on the last page of this guide.
- An [Incident/Accident Report](#) form should be completed and submitted to GSEP anytime there is a medical injury or issue during a trip.
- Serious injuries should be reported immediately using the GSEP emergency number at the bottom of each page in this guide.



First-Aid Kit

An effective, yet inexpensive first-aid kit can be made by using a container that has a plastic lid. Other good containers are a tackle box or a fanny pack. Contents can be found around the home or purchased at minimal cost. Look at the resource list on page 16 for a list of necessary items in a Girl Scouts first-aid kit.

Medications

Parents or guardians of Girl Scouts who take prescription or over-the-counter medications (for example: allergy pills) should inform Trip Leaders in advance. Over-the-counter or prescription medications should be in the original container labeled with the Girl Scout’s name. The first aid certified volunteer (or other responsible adult) should administer or monitor administration of the prescribed medication aligned to the dosage noted by parent and on the prescription.

Girl Scouts must bring her own sunscreen and non-aerosol insect repellent from home, with their names be clearly marked on the container. Sharing these items is not permitted, as some people have allergic reactions to certain types of sunscreen and insect repellent.

Emergency Preparation

A troop emergency contact person(s) must be available for the duration of the event or trip. The emergency contact person is an adult who is not attending the trip and is willing and able to communicate with families and the troop in case of an emergency. The family of each Girl Scout should have the name and phone number of the emergency contact person.

The emergency contact person should have the following information:

- ◻ Names and phone numbers of everyone attending
- ◻ Names and phone numbers of all drivers
- ◻ Name and phone number for each Girl Scout’s/adult’s emergency contact
- ◻ Name of, directions, and phone number for the site(s) where you are going/staying (hotel, activity site, etc.)
- ◻ Location and phone number of nearest police station
- ◻ Detailed schedule of activities
- ◻ GSEP emergency number

Emergency Number: 445-227-7559

A GSEP representative will answer or return your call as soon as possible. Make sure you speak clearly and leave a message with your name and phone number.

High Risk Activities

If [Safety Activity Checkpoints](#) indicates that an activity requires “prior council approval,” then it requires a Certificate of Insurance (COI). If your trip includes a high risk activity, a detailed description must be included on the *Permission for Troop Activity* form.

Certificate of Insurance (COI)



- COIs are the proof that businesses have insurance to cover accidents. When your troop is participating in a High Risk Activity, you are required to obtain a COI from the facility.
- *Note: You are not required to obtain a COI if you are visiting a GSEP camp/property or government-owned and operated park/property, such as a state or national park.*
- GSEP maintains a list of approved COIs. This list also includes instructions to submit a COI for a vendor not already on the approved vendor list. *Scan the QR code to see the list.*
- In addition to ensuring GSEP has a COI on file for a high risk activity, some businesses that offer high risk activities require the group attending to sign a contract with “Hold Harmless” or “Indemnification” language. In those cases, fill in the information requested, but do not sign and date. Email the contract to memberservices@gsep.org for GSEP CEO approval and signature.
- *In addition to high risk activities listed below, a COI is required for riding a chartered bus/bus tour, riding a chartered/private boat, or staying at any establishment (campground, hotel, etc.) with a body of water or pool on property.*

High Risk Activities

GSEP requires a COI for the following activities:

- Air/BB Guns
- Amusement Parks
- Archery and 3D Archery
- Ax/Hatchet Throwing
- Backpacking
- Canoeing
- Challenge Courses
- Climbing and Rappelling
- Community Clean Up
- Downhill Skiing and Snowboarding
- Go-Karting
- Horseback Riding
- Kayaking
- Knife Throwing
- Indoor Skydiving
- Muzzle Loading
- Offshore Water/Large Passenger Vehicles
- Packrafting
- Pistol, Shotgun, Rifle Shooting
- Recreational Tree Climbing
- Sailing
- Scuba Diving
- Snorkeling
- Spelunking /Caving
- Stand-Up Paddleboarding
- Surfing
- Swimming
**not required for public beaches, but lifeguard must be on duty*
- Tethered Balloon Rides
- Tubing
- Waterskiing and Wakeboarding
- Whitewater Rafting
- Windsurfing
- Zip Lining

Prohibited Activities

The following activities are **NEVER** allowed for any girl:

- Bungee jumping
- Flying in private planes, helicopters, or blimps
- Hang gliding
- Hot air ballooning
- Hunting
- Motor biking
- Parachuting
- Parasailing
- Riding all-terrain vehicles
- Riding motorized personal watercraft (example: jet skis)
- Skydiving
- Stunt skiing
- Outdoor trampolining
- Zorbing

Insurance

Girl Scouts provides Activity Accident insurance coverage, which is underwritten by Mutual of Omaha to support Girl Scouts participating in Girl Scout approved and supervised activities and events.

Activity Accident insurance is automatic upon membership registration and applies to all adult and youth members who may become injured during a Girl Scout approved and supervised activity.

This coverage works like supplemental medical/health coverage and is intended to help with out-of-pocket medical expenses that may not be covered by personal insurance.

Activity Accident insurance extends to non-members who are invited to participate in a Girl Scout approved and supervised activity, or a friend of a Girl Scout who is invited to try Girl Scouting.

Activity Accident coverage applies to day events, overnight trips (including camp), and international travel.

Training & Certification Requirements

Required training must be completed before any overnight trips. Refer to the [Volunteer Training page](#) at gsep.org for all specifications and requirements.

Type of Trip	Training	Where to Find It
Day Trips	253 Troop Trip Training <i>Recommended</i>	gsLearn
Overnight Trips	Indoor Overnight Skills Training <i>Required</i>	gsEvents
Overnight trips that include outdoor elements and accommodations (tents, cabins, lodge, etc.)	*Basic Outdoor Skills 1 & 2 <i>Required</i> <i>Prerequisite: Indoor Overnight Skills Training</i>	gsEvents
All trips except for GSEP programs on GSEP properties	**First Aid/CPR Certifications <i>Required</i>	First Aid/CPR providers Upload on gsLearn

*BOS 1/2 certification must be renewed every 5 years through retraining or [certification/assessment opt out](#).

**First Aid/CPR certifications must be renewed every 2 years and uploaded in gsLearn.

Is Your Troop Ready for an Overnight Trip?

In order to ensure your planned trip is fun, safe and has a positive impact on girls, take time to consider how to prepare and whether Girl Scouts are ready for the type of trip you are considering. Remember, travel is a progression. Starting with more accessible outings helps Girl Scouts prepare to eventually participate in longer or more adventurous trips! Review the below indicators to determine if your Girl Scouts are specifically ready for an overnight trip.

Emotional Readiness

Troop Readiness Indicators

- Has slept away from home and does not express fear
- Parents/caregivers are prepared to let their Girl Scout go away overnight
- Expresses excitement to attend
- Is willing to sleep, eat, and play with all Girl Scouts, not just friends
- Can cope with unknowns, such as:
 - New places
 - Darkness
 - Woods and night noises
 - Spiders, bugs, worms
- Can manage with limited privacy
- Is flexible and can compromise with others
- Can function as a member of a group

Skills & Knowledge for Age Level

Troop Readiness Indicators

- Is able to follow directions consistently
- Can work together to plan and agree on simple activities
- Can read a recipe & help with cooking
- Able and willing to follow a kaper (chore) chart
- Can use kitchen implements
- Can participate in cleaning up
- Is able to make her own bed
- Can use a flashlight

*Scan the QR code
to learn about
Kaper Charts*



Physical Readiness

Troop Readiness Indicators

- Has stamina, does not tire easily
- Strong enough to carry own gear, bedroll/sleeping bag
- Has coordination for planned activities & jobs (hiking, sweeping, mopping, moving chairs & tables, etc.)

Proven Ability & Experience

Troop Readiness Indicators

- Has previously followed instructions satisfactorily
- Has previously been on day trips without difficulties

Six Steps to Planning a Troop Trip

Being Girl-Led is one way that Girl Scouting is unique from other youth organizations. Girl Scouts take the lead and are involved in all aspects of the planning, implementing, and evaluating their experiences. Adult volunteers play a crucial role in guiding Girl Scouts through their progression.

Step 1: Think ahead

- ❑ Make sure you have volunteers with appropriate required training (First Aid, IOS, BOS 1&2).
- ❑ Explore the Volunteer Toolkit (VTK) in MyGS according to your Girl Scouts' interests.
- ❑ Thoroughly review this Trip Guide.
- ❑ Consider facilities, time of year, cost, and purpose of the trip. Don't forget to consider the Girl Scouts' skills, abilities, and readiness.

Step 4: Inform parents/caregivers & the Service Unit

- ❑ Communicate with parents and other adult volunteers working with the troop. Enlist specific support such as drivers, grocery shoppers, etc.
- ❑ Distribute Permission for Troop Activity and Girl Health History & Release forms and submit your Trip Troop Application.

Step 2: Get ideas from your Girl Scouts

- ❑ Share your research from Step 1.
- ❑ Involve them in the planning by asking them some questions. Where do they want to go? What do they want to do? What goals do they want to accomplish? (For older Girl Scouts, consider breaking the group into patrols to brainstorm ideas.)

Step 5: Implement & discuss

- ❑ Gather your Girl Scouts, adult volunteers, and supplies.
- ❑ Discuss an overview of the trip plans.
- ❑ Ready, set, go have fun! Just in case, have a plan B ready to implement.

Step 3: Agree on a plan

- ❑ Sift through ideas, decide on a trip, and design a plan with your Girl Scouts.
- ❑ Assign planning responsibilities (or parent helpers for the younger Girl Scouts)—meals, activities, permission forms, and transportation.
- ❑ Decide on a back-up plan in case of bad weather or other unforeseen circumstances.

Step 6: Evaluate during & after the trip

- ❑ **During the trip:** Review the experience as it's happening! Help Girl Scouts see the advantages of their pre-planning as the trip progresses. Ask them open-ended questions about what they see, how they feel, what they like so far, etc.
- ❑ **After the trip:** At the next troop meeting, continue to review by asking questions designed to make your Girl Scouts think. What went well? What was your favorite part? Were there any surprises? What could we do better next time? Are we ready for a bigger trip? Do we want to try a different place or season of the year next time?

Sample Planning Calendar

When preparing and planning for a trip, it will take several meetings with your Girl Scouts before they will be ready to leave for their adventure. Below is a sample calendar that will guide you through six planning meetings. It may or may not take six meetings to prepare them, so adjust planning as needed.

Meeting #1—Discuss the trip plan

- Introduce the idea of a troop trip
- Have Girl Scouts brainstorm where they would like to go and discuss location options
- Discuss what types of activities they could do on the trip
- Discuss costs and how they will pay for it

Trip Leader Activities*

- Consult Safety Activity Checkpoints for activity/similar activity
- Research location options
- If the troop decides on a location, make site reservations
- Begin communications with parents/caregivers regarding the upcoming trip
- Research possible unexpected costs—tolls, entrance fees, etc.
- Determine if a Certificate of Insurance is required.

Meeting #2—Discuss the menu

- Discuss meal options available: cooking, restaurants, packing, etc.
- Discuss what girls want to eat and make a meal plan.
- Create a shopping list, considering allergies and dietary restrictions.
- If you plan to go to a restaurant, research and share options to share with girls.
- Are they experienced with cooking?
- Are there food allergies to consider?
- Brainstorm meal ideas and begin to create a menu and shopping list

Trip Leader Activities*

- Determine if GSEP training is required and ensure at least one adult volunteer attending the trip has completed training requirement(s).
- Review Health History forms for food allergies
- Begin to recruit adult support, volunteers to help with shopping for supplies (with your Girl Scouts!), drivers to get the troop to and from the destination, chaperones, etc.

Meeting #3—Discuss activities

- Begin to make a list of activities and supplies needed
- Discuss how supplies will be collected/purchased
- Begin to plan the schedule for the trip
- Learn a fun Girl Scout song or grace

Trip Leader Activities*

- Add to your shopping list and budget for any activities
- Confirm with parents/caregivers when shopping will take place

Meeting #4—Work on skills

- Discuss what skills will be needed for the trip, such as packing/unpacking their belongings
- Have Girl Scouts bring items on their supply list to the meeting, demonstrate proper packing, and then give them time to practice
- Discuss trip safety and the buddy system
- Practice simple first aid (if age appropriate)
- Send permission forms home with the girls

Trip Leader Activities*

- Ensure that a certified First-Aid/CPR adult volunteer and first-aid kit are in place
- Ensure all of the shopping has been done, or have a plan in place for last-minute items such as perishable foods
- Begin to gather equipment needed

Meeting #5—Discuss expectations and behaviors

- Create behavior guidelines as a group and discuss the importance
- Begin to gather permission forms

Trip Leader Activities*

- Create poster board with guidelines the troop created
- Give the troop a list of what to pack and not pack

Meeting #6—Review trip details and collect paperwork

- Review the trip agenda with everyone
- Collect remaining permission forms
- Answer any questions the Girl Scouts or their families may have

Trip Leader Activities*

- Confirm that all adult volunteers/drivers are registered and background cleared by GSEP
- Ensure you have permission and Health History forms
- Ensure you have all supplies needed for the planned activities

*Seniors and Ambassadors can do many of these Trip Leader Activities

Reviewing Trip Safety with Girl Scouts

QR code for a fillable version of this planning document can be found under Resources on page 18.

Prior to your trip, review a basic set of rules for the group to follow while traveling. Discuss the safety policies and consequences that could result if they are not followed. Use the chart below for some ideas to help you get started. Ask your Girl Scouts to give reasons why they think each of these rules is important. Example: “why should we always use the Buddy System?” “If someone gets hurt, there is always someone to go get help.” Girl Scouts can create additional rules for the troop to follow.

Rule	Reason
Girls always use the buddy system.	
Girls don't leave the group without permission.	
Everyone wears closed-toe shoes until bedtime.	
Always bring a first aid kit, checking if it's stocked before we leave.	
Troop practices emergency evacuation drills.	
Girl tell an adult immediately if they are hurt or sick.	

Trip Emergency Procedures

Complete the chart below for the upcoming trip. Review these procedures with your troop at the beginning of your trip.

What to do in case of...

Fire	
Storms	
Tornado	
Health/Accident Emergency	
Intruders	

Where is the nearest...

Phone	
Emergency Care Facility	
Hospital	

Extended Trips & International Travel

Extended trips (3 or more nights) and international travel are considered the ultimate travel experiences for Girl Scouts. Traveling internationally can be a wonderful opportunity for girls to gain cultural insight, an appreciation for differences and similarities, and a broader perspective. As Girl Scouts mature, many consider travel one of the most exciting aspects of their Girl Scouts Leadership Experience.

Because of the riskier nature of these big trips, there are additional considerations that you will need to account for when planning and preparing to leave. This page will give you a basic checklist of information to help you and your troop prepare for an extended trip or traveling out of the country. You can find all the detailed information you need in two resources.

- [Exploration, the Girl Scout Guide to Global Travel](#)
- [The Adult Guide to Girl Scout Global Travel](#)

International Travel Guidelines

- All travelers must be registered Girl Scouts (Cadettes, Seniors, Ambassadors and adults).
- A minimum of two registered and background cleared adult volunteers must travel with a troop/group of up to 20 Cadettes or 24 Seniors/Ambassadors.
- Activities done abroad should be done as a group. Girl Scouts cannot participate in any activity without the supervision of the traveling adult volunteers.
- Check U.S. State Department for [travel advisories](#).

Submit Extended Trip Application

Submission deadlines:

- Trips 3+ nights within Council footprint—30 days prior to trip
- Trips 3+ nights outside Council & within U.S.—60 days prior to trip
- International trips—3 months prior to trip



Collect from Girl Scouts/Families

- Collect Signed Permission for Troop Activity & Girl Health History and Release Forms







Additional Tasks for International Travel

- Obtain passports (12 months before trip)
 - Make copies of passports for all travelers (youth and adults)
- Obtain Traveler's Insurance (4-6 weeks before trip)
- Register your trip with the U.S. Embassy or Consulate of the country you're visiting and check visa, vaccination, or other requirements (6-12 weeks before trip)
- Permission to Travel with Minors form (examples can be found online)
- Parental Permission to Travel in Mexico, if necessary (examples can be found online)

Provide all travelers with emergency contact information

Forms

Frequently used in trip planning and available in the GSEP Troop Leader [Google Drive](#).

Form	Purpose	Submission Deadline	Where to Submit	QR Code
Permission for Troop Activity	Written consent from the parent/caregiver for trips and travel.	Prior to trip departure	Troop Leader	
Girl Health History & Release Form	A record of a girl's health status and history completed by a parent/caregiver.	When girls join the troop. Must be updated prior to trips.	Troop Leader	
Volunteer Driver Form	Every driver transporting girls who are not related to them must be a registered and cleared adult volunteer, at least 21 years old, and have a good driving record, a valid license, and a registered/insured vehicle.	Prior to trip departure	Troop Leader	
Troop Trip Application	Must be submitted for any day or domestic overnight trip lasting 2 or fewer nights.	Day trip: Two weeks prior to trip Trips 1-2 nights: Two weeks prior to trip	Service Unit Contact	
Extended Trip Application	Must be submitted for any extended trips lasting 3 nights and international trips.	Trips 3+ nights within Council footprint: 30 days prior to trip Trips 3+ nights outside Council & within U.S.: 60 days prior to trip International trips: 3 months prior to trip	Gsep.org	
Incident/Accident Report	Must be completed in the event of an accident or injury.	Within 24 hours of incident	humanres@gsep.org	

Resources

Resource	Purpose	Where to Find It
Reviewing Trip Safety with Girl Scouts	Fillable standalone safety review document to use for each trip.	
Safety Activity Checkpoints	Safety guidelines written for specific activities.	
Know Before You Go Checklist	Checklist for a troop trip leader to review before a trip.	
SPARK Magazine	SPARK Magazine contains the GSEP Program Guide listing day and overnight trips accessible to all Girl Scouts in the Council footprint.	
GSEP Facility Rentals	Guide outlining the policies and procedures for renting a GSEP camp property site.	
Anatomy of a First Aid Kit	Recommendations on what you should have in your troop's first aid kit.	
Girl Scout Destinations	GSUSA Destinations program for independent travel opportunities domestically and abroad.	
Guide to Domestic Travel	Use this guide to plan a three to four night trip in your region, or if you've already tackled something local, a longer trip anywhere in the United States!	
Guide to Global Travel	Read Exploration: The Girl Scout Guide to Global Travel, and you'll already be on the road to changing your life forever.	

Emergency Procedure Guidelines

In case of emergency, accident, incident, verbal/physical threat, or fatality, immediately do the following:

1. Ensure Girl and Adult Safety
2. **Call 911** and follow directions from authorities
3. Contact families and emergency contacts
4. Call GSEP Emergency Number 445-227-7559, leave a message with details and caller name and phone number if the call is not answered.
5. *Complete and submit a GSEP Incident/Accident Form within 24 hours to humanres@gsep.org*

Additional Steps/Notes:

- Remove and distract children from an accident/incident if possible.
- Refrain from making any verbal or written statements to any media outlet. In particular, do not communicate anything that could be interpreted either as an assumption or rejection of responsibility for the accident. Say “Thank you for sharing your concern. I don’t have all of the facts, and I am not in a position to answer any questions. Please call GSEP at 445-227-7559.”
- In the event of a fatality, always notify the police and ensure a responsible adult stays at the scene if safe. See that no disturbance of the victim(s) or surroundings is permitted until police have assumed authority.
- Document as much detail as possible about any incident when completing the GSEP Incident/Accident Form.

Best Practice Preparation for Emergencies

- Review and ensure all adults and girls (as appropriate) are aware of emergency and safety procedures, all exits, and escape paths for any given location including specific GSEP property emergency procedures, including the property specific Crisis and Safety Procedures provided to Trip Leaders staying on GSEP Camp Property.
- Ensure you have a charged phone, the GSEP emergency number, and emergency contacts for all participants accessible and with you at all times.
- Carry a safety whistle or small air horn.
- Establish an emergency plan for any given trip that includes:
 - Role assignments for each adult (stay with girls, call police, call at home emergency contact, parents, call GSEP)
 - A meet up place for the group if individuals become separated
 - Girl Scout buddy assignments
 - A code word or short phrase for the girls to alert them in case of danger
- Ensure that adults are never alone with Girl Scouts, GSEP requires two registered and cleared adult volunteers to be present at all times, including setting up for activities, etc.

girl scouts 
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