

# Troop Trip Requirements

A Girl Scout trip is defined by any activity outside of the troop's regular meeting time and/or place. Determine your destination and the date/time by discussing with your Girl Scouts. There are 8 steps to being ready for a Girl Scout trip:

- (1) Refer to [Safety Activity Checkpoints](#), and determine the specific safety requirements for your activity and if your activity is high risk or not;
  - (2) Determine if activity or destination require a Certificate of Insurance (COI);
  - (3) Ensure you have appropriate insurance;
  - (4) Submit trip application for approval;
  - (5) Obtain signed copies of the [Permission for Troop Activity](#);
  - (6) Make travel arrangements (options below) and organize all forms and prep materials (parent permission, girl health history, first aid kit, Emergency Procedure information, and an at-home Emergency Contact, and any other items you may need specific to your trip);
  - (7) Have a safe and wonderful trip! And ...
  - **(8) Remember, the GSEP emergency phone number is: 445-227-7559**
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1. Refer to the [Safety Activity Checkpoints](#) for any activity you are interested in doing with your troop.
    - The checkpoints will help you determine if an activity is appropriate for your girls and the guidelines you should adhere to when having girls participate in this activity.
    - If you do not see an activity listed in the checkpoints, look for a similar activity.
    - There are **some activities that require written approval from council**, which are listed in [Safety and Activity Checkpoints](#). Ensuring a COI is on file and that the Trip Form is approved, meets this requirement.
    - The following activities are **not permitted**: • Bungee jumping • Flying in privately owned planes, helicopters, or blimps • Hang-gliding • Untethered hot-air ballooning • Hunting • Snowmobiling • Riding a motorbike • Riding electric scooters • Using outdoor trampolines • Parachuting or skydiving • Parasailing • Paintball tagging • Riding
    - all-terrain vehicles (ATVs) • Stunt skiing • Zorbing
    - **High Risk activities** are those that demand greater physical ability, emotional stamina, and skill. These activities may require specialized training, equipment, and supervision. High Risk activities are denoted in [Safety Activity Checkpoints](#). When participating in any high risk activity, all registered Girl Scouts must have a signed Permission Form with the high risk activity box checked and explained as well as a current Health History Form.
  2. Does your activity or destination require a Certificate of Insurance (COI)?
    - COIs are required for any High Risk activity and for any activity that Safety Activity Checkpoints require. If GSEP already has a COI on file ([check here](#)) for a particular provider, ensure that the date range will cover your planned trip. If so, there is nothing



else you need to do. If not, or if GSEP does not have a COI from a provider, you must obtain one from the provider. [Click here](#) for more information about obtaining a COI from an organization or providing a GSEP COI to an outside organization. Note: COIs are not needed if the provider is a government entity (i.e. a state park).

- Ensure you have the proper adult/girl ratio for the activity (see chart below) and determine if the adults attending have the proper training and clearances required for the activity. You can check the status of the adults in your troop using the TROOP tab under your Member Profile section of MY GS.

If you still have questions, contact Member Services.

- Does your activity involve a Hold Harmless agreement?
  - If a rental agreement or activity contract has the words “hold harmless”, “indemnification” or similar language, this will need to be reviewed and signed by GSEP. Contact Member Services at [memberservices@gsep.org](mailto:memberservices@gsep.org).
- 3. Ensure you have appropriate insurance and adults with appropriate training. Girl Scout members are automatically covered by Girl Scout supplemental insurance. Additional insurance is needed if you are doing specified high risk activities.
  - **For Day Events:** Please see the [Insurance Guide](#) to choose the appropriate insurance for your trip.
  - **For Overnight Events:** Every adult must be registered and cleared. Please see the [Insurance Guide](#) to choose the appropriate insurance for your trip.

#### Day Trip Requirements:

- All adults supervising/driving girls must be registered and cleared members of GSEP.
- First Aid/CPR certified, registered and cleared adult.
- All trips or activities that involve camping or outdoor cooking need at least one registered, cleared adult with both the **IOS** and the complete **Basic Outdoor Skills (BOS)** training from GSEP.

#### Overnight Trip Requirements:

- All adults attending an overnight trip must be a registered and cleared member of GSEP.
- First Aid/CPR certified, registered and cleared adult. These volunteers must upload their certifications to their gsLearn accounts.
- At least one registered and cleared adult with **Indoor Overnight Skills (IOS)** training from GSEP.
- All trips or activities that involve camping or outdoor cooking need at least one registered, cleared adult with both the **IOS** and the complete **Basic Outdoor Skills (BOS)** training from GSEP.

4. Submit the Trip Application
  - For **day trips or short overnight trips** (2 nights or less; 3 nights if it includes a Federal holiday), submit the [Trip Application](#) to your Service Unit Manager. Make sure you receive approval before embarking on the trip.
  - For **long trips or international trips** (lasting 3 nights or more), submit the [Extended Troop Travel Application](#) to GSEP for approval. Make sure you receive approval before embarking on your trip. Submission deadlines vary according to the type of trip.
    - 30 days prior for trips 3 nights or more within Council footprint
    - 60 days prior for trips 3 nights or more outside of Council but within the US
    - 3 months prior for international trips
5. Ensure Parent/Guardian Permission for the activity.
  - Obtain signed copies of the [Permission for Troop Activity](#) form. Remember to check the High Risk box and explain the activity if a High Risk activity is part of your trip.
  - If the trip involves a High Risk Activity, or is the first overnight trip, have parents/guardians review the health form and make any necessary updates.
- Activities/Trips to a residence or private property.
  - The use of private residences is discouraged.
  - If your troop is taking a trip or doing an activity at someone's private residence or property, you will need to ensure that:
    - **All persons present** in the home at the time of the activity, except for girl members, that are 18 or older must be registered and cleared members of GSEP.
  - The home/property owner must provide a copy of their \$1,000,000 homeowner's insurance to the council.
6. Transportation arrangements will depend on several factors. Ensure that each girl's [Health History Forms](#), the one that is completed each membership year, is up-to-date, and is in the same vehicle as the girl.
  - **Meeting at the destination:** If the trip begins at the destination, it is not troop-arranged transportation.
  - **Troop-arranged transportation:**
    - Your troop can **carpool**. Every person who drives must be registered and cleared, fill out a [Driver Form](#), and agree to the stipulations. Adult/girl ratios must be maintained within vehicle groups. Care should be taken that no carpool vehicle is alone for a significant time period.
    - **Renting/leasing vehicles:** Troops may rent vehicles to transport attendees, using adult troop members as drivers. These drivers must also complete [the Driver Form](#), and agree to the guidelines listed there. Fifteen-passenger vans are prohibited; 10 passenger (or fewer) vehicles are recommended. GSEP must have a COI on file if using rentals.
  - **Chartering a bus:** In this case, a private company provides a vehicle and a driver to transport your troop. GSEP must have a COI on file for any such company.



- **Public transportation:** this can include local buses, trains and planes.
- **Ride-share companies:** Check that the vehicle's license plate, make and model match what is shown in the app. Compare the app's photo with the driver. Ask for their name and be sure it matches the app. Each passenger must wear a seat belt.

7. Prior to departure, ensure that you have all the required paperwork in each vehicle – including signed permission forms, health history forms, first aid kit, Emergency Procedure information, and an at-home Emergency Contact. Remember any other items you may need specific to your trip.

8. The **GSEP emergency phone number is: 445-227-7559.**

Girl/Adult Ratios				
Girl Scouts adult-to-girl ratios show the minimum number for adult volunteer troop leaders needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of the girls.				
	Group Meetings		Events, Travel and Camping	
	Two non-related adult volunteers (at least one of whom is female) for this number of girls:	Plus, one additional adult volunteer for each additional number of this many girls:	Two non-related adult volunteers (at least one of whom is female) for this number of girls:	Plus, one additional adult volunteer for each additional number of this many girls:
Girl Scout Daisies (Grades K-1)	12	6	6	4
Girl Scout Brownies (Grades 2-3)	20	8	12	6
Girl Scout Juniors (Grades 4-5)	25	10	16	8
Girl Scout Cadettes (Grades 6-8)	25	12	20	10
Girl Scout Seniors (Grades 9-10)	30	15	24	12
Girl Scout Ambassadors (Grades 11-12)	30	15	24	12
In addition to the adult-to-girl ratios, please remember that adult volunteers, adult volunteer troop leaders, and chaperones must be at least 18 years old and registered as an adult member of Girl Scouts. Volunteer drivers must be 21 years old and registered & cleared adult members. One lead adult volunteer troop leader in every group must be female.				