

Trip Guide

girl scouts 
of eastern
pennsylvania



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Taking Trips with Girl Scouts!

Some of the most memorable moments in a Girl Scout's life happen while taking trips. Girl Scouts in GSEP love to travel because it offers a wealth of opportunities for girls to develop leadership, confidence, and practical life skills. But even more than that—it's a lot of fun! Preparing for trips takes time, and here is your guide to get ready for local, regional, or international travel.

Girl Scouts is a great place for girls to learn how to plan and take exciting trips, because travel is built on a progression of activities—one activity leads to the next. Daisies can begin with a discovery walk. As girls grow in their travel skills and can better manage the planning process, they progress to longer trips—even international ones!

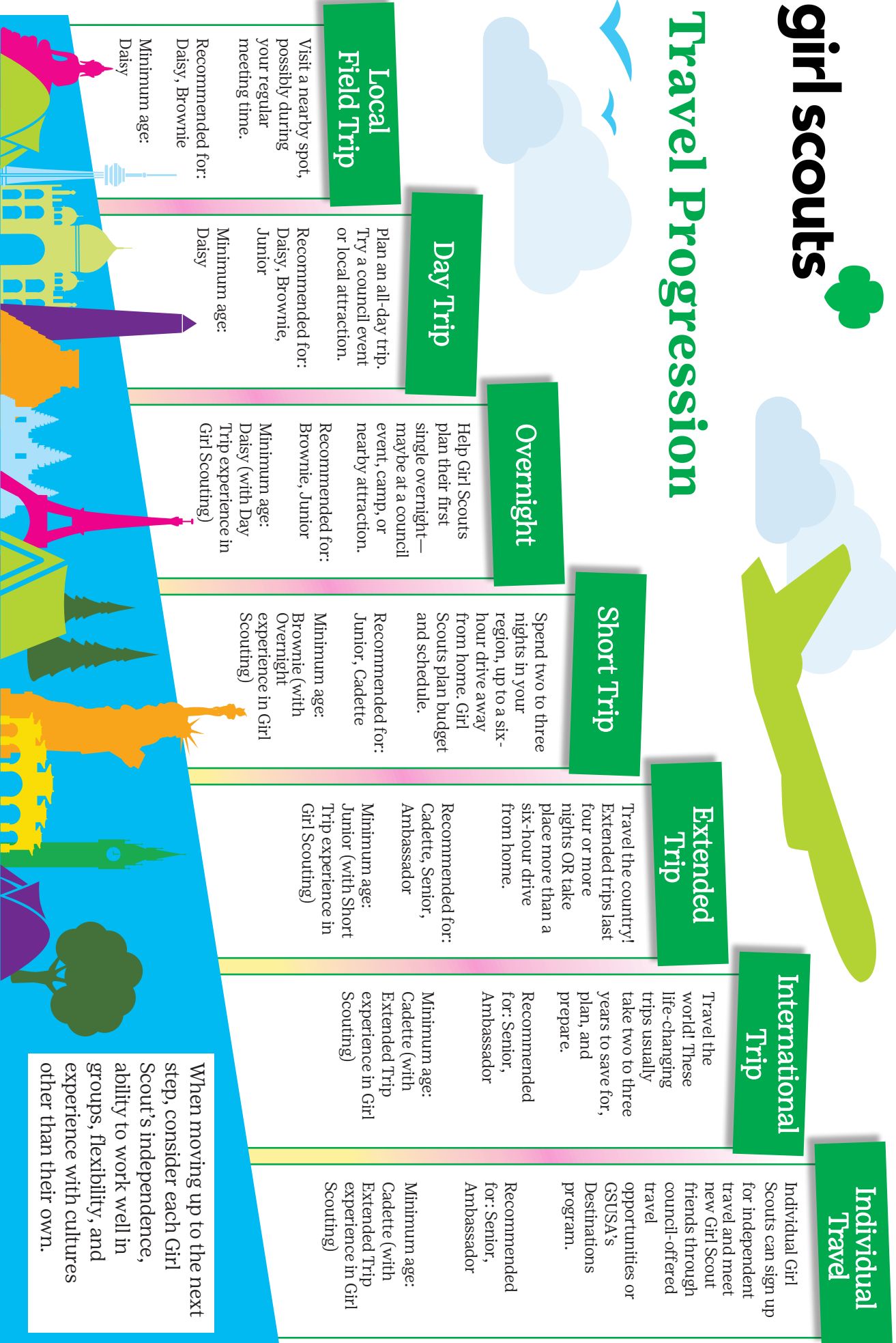
For Daisies, this could mean a day trip to an arboretum as part of the Journey they are working on. For Seniors or Ambassadors, it might mean whitewater rafting in Costa Rica or exploring the Our Chalet World Center in Switzerland.

Although many troops decide to travel together, Girl Scouts might join a trip with other girls from around their council, or form a new troop with other girls who like to travel. Girl Scouts of the USA offers individual Girl Scout Cadettes, Seniors, and Ambassadors the chance to travel independently and meet other Girl Scouts from across the country through the Destinations program. Check out Destination information [here](#).

If you are ready to take trips with your troop from day to extended, please read on for all the information you need and the forms to complete. GSEP Member Services will be ready to walk you through any questions you may have as you prepare.



Travel Progression



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.

Troop Trip Approval Process

What is a trip?

A trip is defined in [Volunteer Essentials](#) as any activity outside of your regular troop meeting time and/or place. All trips require the leader to obtain permission slips and health history forms from parents. Additionally, leaders are required to notify their Service Unit and/or GSEP by completing a trip application.

Safety Activity Checkpoints:

[Safety Activity Checkpoints \(SAC\)](#) is a resource that provides safety standards and guidelines for Girl Scouts of the United States of America (GSUSA) approved activities. GSEP may have restrictions beyond GSUSA. Please refer to the website as you make your trip plans: gsep.org/en/members/for-volunteers/volunteer-essentials/volunteer-resources.html

Understanding which activities are not allowed:

In an exciting, learning-by-doing environment like Girl Scouting, it's only natural that girls will sometimes want to take part in activities not covered in Safety Activity Checkpoints. Safety Activity Checkpoints is your go-to source for permissible activities. See High Risk Activities on page 16 for more details.

Forms:

The type of activity will determine the form(s) required and deadline for submission. A complete list of forms frequently used in trip and overnight planning can be found in the Resources & Forms section on pages 17-18 of this guide.

Prior to filling out your application, ensure that:

- All girls are registered members, and all accompanying adults are registered and cleared with the Girl Scouts of Eastern Pennsylvania.
- Participating adults understand the purpose of the trip, health and safety requirements, and their role in the girl/adult partnership.
- The cost of the trip is feasible for the troop and manageable for each individual troop member.
- The trip is appropriate for your program level. Consider length of time, distance, activities, and readiness of troop members.
- Adequate adult coverage is in compliance with Girl Scouts of the USA and Girl Scouts of Eastern Pennsylvania's Safety Activity Checkpoints.
- Trip plans were shared with all parents/guardians.
- You know where to send trip applications for approval.

Policy Note:

While the troop leader(s) does not have to attend every troop trip, all trips must be approved by the troop leader. If the troop leader is not going on the trip, one of the registered and cleared adults in attendance must take Troop Travel Basics online training prior to the trip being approved.

Is Your Troop Ready for an Overnight Trip?

Girls will enjoy their trip experiences best if they have previous experiences to prepare them. Taking a group of girls on a trip with no preparation is likely to lead to frustration and confusion for both the girls and adults. The experience of each girl and how ready she is for an overnight trip away from her family and familiar surroundings will greatly affect how she feels, and how enjoyable the experience will be for her. Readiness in girls is checking where they are when it comes to their emotions, physical ability, and skills for living away from a parent/caregiver.

Review the chart below. In the space provided, write down some actions you and the other adults supporting the troop can take to help girls become ready for an overnight troop trip.

Emotional Readiness

Troop Readiness Indicators

- Not afraid to be away from home overnight
- Not afraid to be away from parents/caregivers overnight
- Parents/caregivers are prepared to let their Girl Scout go overnight
- Wants to go
- Is willing to sleep, eat, and play with all Girl Scouts, not just friends
- Can cope with unknowns, such as:
 - Strange places (including outdoor bathrooms)
 - Darkness
 - Woods and night noises
 - Spiders, bugs, worms
- Can manage with little or no privacy
- Doesn't always have to have her own way
- Can function as a member of a group

What actions can be taken to prepare your troop?

Skills & Knowledge for Age Level

Troop Readiness Indicators

- Plan simple activities
- Read a recipe & help with cooking
- Follow a kaper chart
- Use kitchen implements
- Wash & disinfect dishes
- Clean up the kitchen & cooking area
- Store food properly
- Make her own bed
- Clean a toilet
- Use a flashlight

What actions can be taken to prepare your troop?

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.)

What actions can be taken to prepare your troop?

Proven Ability & Experience

Troop Readiness Indicators

- Has previously followed instructions satisfactorily
- Has previously been on day trips without difficulties
- Has demonstrated the ability to pack & re-pack personal belongings/gear

What actions can be taken to prepare your troop?

Six Steps to Planning a Troop Trip

Being Girl-Led is one way that Girl Scouting is unique from other organizations. In Girl Scouts, the girls take the lead. They are involved in all aspects of the planning, implementing, and evaluating their experiences. The adults have the crucial opportunity to guide girls through their experiences.

Below you will find six steps to planning trips with your girls. They are flexible and support planning small meeting time trips to the firehouse through week-long road trips to Savannah.

1. Think ahead

Check the Volunteer Toolkit in MyGS according to the interests of the girls in your troop. Look in [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) for information on council policies and safety standards. Consider facilities, time of year, cost, and purpose of the trip. Don't forget to consider the girls' skills, abilities, and readiness.

2. Get ideas from the girls

Share some of your research from Step 1 with the girls. Have the girls look in the Girl Scout journey books and the Girls' Guide to Girl Scouting. 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 girls, consider breaking the group into patrols to brainstorm ideas.

3. Agree on a plan

Sift through ideas, decide on a trip, and create your troop's plan. Assign different planning responsibilities to different patrols (or parent helpers for the younger girls)—meals, activities, permission forms, and transportation. Decide on a back-up plan in case of bad weather.

4. Inform parents/caregivers & the service unit

Communicate with parents and other adults working with the troop. Be specific in enlisting support such as drivers, grocery shoppers, etc. Distribute permission slips and submit your trip application form. Apply for additional insurance, if necessary.

5. Implement & discuss

Gather your adults, girls, and supplies and go! Implement your plan B, if necessary.

6. Evaluate during & after the trip

During the trip: Review the experience as it's happening. Help girls to see the advantages of their pre-planning as the trip progresses. Ask the girls open-ended questions about what they see, how they feel, what they like so far, etc.

After the trip: At the next meeting, continue to review by asking questions designed to make the girls think. What went well? What was your favorite part? Were there any surprises? What could we do better next time? Are we ready to step up to a bigger trip? Do we want to try a different place or season of the year?

Sample Planning Calendar

When preparing and planning for a trip, it will take several meetings with the girls before they will be ready to leave for their adventure. Below is a sample calendar that will guide you through six meetings of planning with the girls. It may or may not take six weeks to prepare the girls. You will need to be the judge.

Meeting #1—Discuss the trip plan

- Explain what a troop trip is
- Have girls brainstorm where they would like to go and discuss location options
- Discuss what types of activities they could do on the trip
- Discuss what it may cost. How will they pay for it?

Leader Activities*

- Research location options
- If girls decide on a location, make site reservations
- Begin communications with parents/caregivers regarding the upcoming trip
- Research possible unexpected costs—tolls, entrance fees, etc.

Meeting #2—Discuss the menu

- How many meals will they need to plan for?
- What would the girls like to eat?
- Will you be able to cook where you're going, or will you need to make other arrangements?
- Are they experienced with cooking?
- Do you have to consider food allergies?
- Brainstorm meal ideas and begin to create a menu and shopping list

Leader Activities*

- Find out from parents and Health History forms if girls have food allergies
- Begin to recruit for adult support, volunteers to help with shopping for supplies (with the girls), drivers to get girls 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

Leader Activities*

- Add to your shopping list and budget for any activities
- Confirm with parents 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 the girls bring items on their supply list to the meeting, demonstrate proper packing, and then have them practice
- Discuss trip safety and the buddy system
- Practice simple first aid (if age appropriate)
- Send permission slips home with the girls

Leader Activities*

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

Meeting #5—Discuss expectations and behaviors

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

Leader Activities*

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

Meeting #6—Discuss/create the Kaper chart

- Review the trip agenda with everyone
- Collect remaining permission slips
- Answer any questions the girls or family may have

Leader Activities*

- Confirm with all adults/drivers and ensure screening process and registrations are complete
- Ensure you have permission slips and Health History forms
- Ensure you have everything needed for the planned activities

*Seniors and Ambassadors are able to do many of these Leader Activities.

Safety Policies

As Girl Scout activities keep pace with an ever-changing world, ensuring the health and safety of the girls is paramount. Safety is the responsibility of girls and adults alike. When Girl Scouts learn about safety, more activities are within their reach. The two key resources for safety information are [Volunteer Essentials](#) and [Safety Activity Checkpoints](#). Please review both documents on gsep.org for additional safety information beyond the key points outlined in this planning guide.

Trip Safety Preparation

The information outline on the next few pages will cover some key areas of safety to help the troop get started planning the trip. Links to all forms are located on page 17 of this packet.

Every troop must have for their trip:

- A submitted trip application for:
 - Any trip outside your regular meeting time/place
 - Any trip that includes a high-risk activity
 - Extended and international trips
- *Parent Permission for Troop Activity* forms and *Parent Consent and Health History* forms
- Proper girl/adult ratios, including the correct number of registered and cleared adult volunteer troop leaders
- Insurance forms and an *Incident/Accident Report* form placed in first-aid kit or readily available
- Additional insurance (if necessary)
- At least one person certified in First-Aid/CPR in attendance for the duration of the trip (make sure your First-Aider is among the first to arrive)
- Fully stocked first-aid kit
- Notification of any medications taken by troop/group members and written permission and instructions for dispensing from the parent/guardian with the First-Aider (see more information in the section on First-Aid on page 12)
- Appropriate sleeping arrangements, if the trip is overnight
- A registered, cleared adult volunteer troop leader with the required overnight training
- A designated emergency contact person with a trip roster (an adult not on the trip, who is willing to communicate with families and the troop in case of an emergency)
- Troop leader ensures that the *Volunteer Driver* forms are submitted and all driver policies are enforced

Approved Transportation

Transportation Mode	Required Documentation
Private Car	Volunteer Driver form
Bus (public transportation)	N/A
Bus (charter)	Certificate of Insurance
Train	N/A
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	Certificate of Insurance

Training & Certification Requirements

Training must be completed prior to any trips. Refer to the [Volunteer Training page](#) on the GSEP website for all specifications and requirements.

Type of Trip	Required Training	Where to Find It
Day Trips	253 Troop Travel Basics	gsLearn
Overnights	Indoor Overnight Skills Training (prerequisite for Basic Outdoor Skills)	gsEvents
Trips that include outdoor skills & camping	Basic Outdoor Skills Training Series	gsEvents
Trips & activities as indicated by Safety Activity Checkpoints	First Aid/CPR	See Volunteer Training page for details

Girl/Adult Ratios

Girl Scouts' adult-to-girl ratios show the minimum number of adult volunteer troop leaders needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult volunteer troop leader has to respond to an emergency, a second adult volunteer troop leader is always available for the rest of the girls.

GIRL SCOUT TROOP LEVEL	GROUP MEETINGS		EVENTS, TRAVEL & CAMPING	
	2 non-related adult volunteer troop leaders (at least 1 woman) for this # of girls:	Plus 1 more adult volunteer troop leader for each additional set of this # of girls:	2 non-related adult volunteer troop leaders (at least 1 woman) for this # of girls:	Plus 1 more adult volunteer troop leader for each additional set of this # of 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 ratios, please remember that adult volunteers and chaperones must be at least 18 years old, and registered and cleared as adult members. Volunteer drivers must be 21 years old, and registered & cleared adult members. One lead volunteer in every group must be a woman.

Sleeping Arrangements for Overnights

Always ensure the following:

- Each participant has her own bed
- Girls and adults do not share a bed

In an instance where adults need to share a sleeping area with girls (for example: an open-space sleeping environment, or to support a girl with special needs), there should always be two unrelated adult women present.

Men on Overnights

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

- Men do not sleep in the same tent or room with the girls
- Restroom arrangements must be made as separate facilities for men—please see a ranger
- Remember 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 that includes specific instructions for child CPR. [Click here for a list of GSUSA-approved training providers.](#)
- A First-Aider must be available on all trips and have a first-aid kit along with them at all times
- Information on first-aid kits and medications can be found below and in [Volunteer Essentials](#)
- Emergency procedures can be found in the current [Volunteer Essentials](#)
- An *Incident/Accident Report* form should also be in the first-aid kit for serious emergencies
- Serious injuries should be reported immediately using the council emergency number at the bottom of this page

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. Troop members can help obtain needed items. Look at the resource list on page 18 for a list of necessary items a first-aid kit should contain.

Medications

Parents or guardians of girls who take prescribed or over-the-counter medications (for example: allergy pills) should inform leaders in advance. Over-the-counter or prescribed medications should be in the original container, and administered in the prescribed dosage by or in the presence of the responsible adult, as per the written instructions of a custodial parent, guardian or physician. Each girl must bring her own sunscreen and non-aerosol insect repellent from home, and the girl's name should be clearly marked on the container. Sharing of these items is not permitted, as some people have allergic reactions to certain types of sunscreen and insect repellent.

Emergency Preparation

An emergency contact person(s) is available at home for the duration of the event or trip. The emergency contact person is an adult who is willing to communicate with families and the troop in case of an emergency. The family of each girl should have the name and phone number of the emergency contact person.

The emergency contact person's packet should include the following:

- | | |
|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Names and phone numbers of everyone attending | <input type="checkbox"/> Name of, directions, and phone number where you are going/staying (hotel, activity site, etc.) |
| <input type="checkbox"/> Names and phone numbers of all drivers | <input type="checkbox"/> Phone number of nearest police location |
| <input type="checkbox"/> Name and contact info for each girl's/adult's emergency contact | <input type="checkbox"/> Schedule of activities |
| | <input type="checkbox"/> Council emergency number |

Emergency Hotline: 445-227-7559

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

Emergency Procedure Guidelines

Emergencies, Accidents & Incidents Procedures

While we hope all Girl Scouts events are emergency, accident and incident free, GSEP has procedures in place to ensure safety comes first and that steps are taken immediately if something does occur.

At any GSEP event, program or activity on or off GSEP property, **in case of an emergency, dial 911.**

At any GSEP activity, the responsible adult must have the names and phone numbers of parents/guardians of children in attendance, a charged phone, and the **GSEP emergency number: 445-227-7559.**

In line with recommendations from GSUSA, GSEP has developed a plan to respond to emergencies, accidents, and incidents. These can include any number of situations for which you must be prepared as the adult in charge.

As a reminder, adults should not be alone with the Girl Scouts. GSEP requires two adults to be present at all times, including setting up for activities, etc.

In Case of a Verbal or Physical Threat to You or the Girl Scouts, or a Sense of Forthcoming Danger:

Dial 911.

Things to consider prior to event or activity:

Make sure you have a charged phone, the emergency number for GSEP (**445-227-7559**), a whistle or small air horn, knowledge and awareness of all exits and escape paths (example: if you are at a cookie booth, it may include running into a store). Make sure all adults and girls know where the exits are.

With the other adults, create a predetermined and established emergency plan that includes role assignments, (who stays with girls, who calls police, council, parents etc.) meet up place for the entire group, established buddy assignments for girls, and a code word—"Trefoil" or something girls will remember.

In Case of a Serious Accident, Emergency or Fatality: Person in Charge at The Scene—Dial 911

- Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate.
- Remove all children from the scene of the emergency and distract them.
- In the event of a fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of victim(s) or surroundings is permitted until police have assumed authority.

- Any emergency or accident must be reported to the Council IMMEDIATELY. Call **445-227-7559**. An “on-call” Council representative will answer your call. Leave a message if no one answers, and someone will call back immediately. Please speak clearly and leave a message with your name and phone number.
- The Council representative will make the determination for next steps. But always dial **911** first if there is immediate danger.
- Refrain from making any verbal or written statements to any media outlet which 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 the council at **445-227-7559**.”
- Prepare written incident report of occurrence and participate in additional follow-up as needed.
- Appoint a record keeper to provide written documentation of the emergency. Submit the Incident/Accident Report within 24 hours to HumanResources@gsep.org

Reviewing Safety with Girls

Health and safety is very important. Prior to your trip, brainstorm ideas for a basic set of rules for the group to follow while traveling. Discuss the safety rules and consequences that could result if they are not followed. Use the chart below for some ideas to help you get started. Have the girls give reasons why they think each of these rules are important. Try to relate the safety rules to things that the girls will understand. Example: “why should we always use the Buddy System?” “If someone gets hurt, there is always someone to go get help.” Have the girls create their own rules to add to the chart.

Rule	Reason
Girls always use the buddy system.	
Girls don't leave the group without permission.	
Everyone wears closed-toe shoes until bedtime.	
A troop takes a first-aid kit and a certified First-Aider on each trip.	
The first-aid kit is checked before leaving to be sure it is stocked.	
Troops practice emergency evacuation drills.	
Weather radios and phones are available for emergencies (depending on trip location).	
Girls know that it's important to tell an adult 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	

High Risk Activities

If your trip includes a high risk activity, this must be indicated on the *Parent Permission for Troop Activity* form and include a detailed description of the high risk activity.

Certificate of Insurance (COI)

COIs are the proof that a business has insurance to cover accidents. You must obtain a COI from the facility at which you are participating in a high risk activity. Note: You do not need to obtain a COI if you are visiting a GSEP camp. GSEP maintains a list of our approved COIs in the [Resources section](#) of our website. This list also includes instructions to submit a COI for a vendor not already on the approved vendor list. Contracts with a Hold Harmless requirement should be sent to memberservices@gsep.org for Council approval and signature.

When preparing for any activity with girls, always refer to the Safety Guidelines in the [Safety Activity Checkpoints](#) on gsep.org.

Prohibited Activities

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

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

Additional Insurance

GSUSA sponsors Activity Accident insurance with Mutual of Omaha for all Girl Scout members. This insurance is intended to be a supplemental accident injury coverage to cover out-of-pocket medical expenses for those injured during a Girl Scouts supervised event, activity, troop meeting, or trip. There are four categories of coverage:

Basic Plan 1. The Basic Plan 1 automatically covers Girl Scout members and non-members, who are invited to participate, and are injured during the Girl Scout sponsored and supervised activity or trip. Basic Plan 1 will pay the first \$140 of medical expenses plus any out-of-pocket medical expenses that are not covered under the injured person's personal (or family) medical insurance, such as out-of-network charges or large deductibles or ambulatory services. If the injured person does not have medical insurance, the Basic Plan 1 will drop down to cover medical expenses from dollar one. **Note:** Most situations within Girl Scouts are covered by the automatic Basic Plan 1 which covers *accidental bodily injury*. Accidental bodily injury would include exposures like a tick bite or food poisoning, for example, as long as the incident is reported as an accident or incident to your council at the time it occurs.

Plan 3P. Accident plus Sickness: Plan 3P covers the same as Basic Plan 1 *plus sickness coverage*. Sickness coverage must be purchased separately and is intended as an option for extended, long-distance trips.

Plan 3PI. Accident plus Sickness for International Trips: Plan 3PI coverage is needed for international trips. It provides accident plus sickness coverage for trips outside of the USA. The Basic Plan 1 will not cover international trips, so it is necessary to purchase Plan 3PI when taking Girl Scouts on international travel.

International Inbound Accident plus Sickness. Accident plus Sickness coverage for councils who are hosting Girl Guides/Girl Scouts visiting the United States from out of country.

See the Forms chart on page 17 for more details and links.

Forms

Frequently used in trip planning and available on the [Forms & Documents page](#) of gsep.org.

Form	Purpose	Submission Deadline	Where to Submit
Parent Permission for Troop Activity	Provides written consent by the parent/guardian for a troop activity beyond the troop meeting time/place. This includes consent for a High Risk Activity. Required for all girl participants.	Prior to trip departure	Troop Leader
Parent Consent and Health History Record	A record of a girl's past and present health status (for example: allergies, chronic illnesses and injuries), which her parent/guardian completes for Girl Scouts.	When girls join the troop. Must be updated prior to trips.	Troop Leader
Volunteer Driver Form	Every driver 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 trip that is outside of your regular meeting time and/or place, and any trip that includes a high risk activity. Must be submitted for any overnight trip lasting 1-2 nights.	Day trip: One week prior to trip Trips 1-2 nights: Two weeks prior to trip	Service Unit Manager or Trip Advisor
Extended Trip Application	Must be submitted for any extended trips lasting 3 nights or more.	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	Online Form
Incident/Accident Report	Must be completed in the event of an accident or injury.	Within 24 hours of incident	humanres@gsep.org
Request for Additional Insurance	Used to purchase optional insurance for troop trips and must be purchased for everyone participating in the activity	Two weeks prior to activity Plan 3P , Plan 3PI	humanres@gsep.org

Resources

Resource	Purpose	Where to Find It
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!	girlscouts.org/content/dam/gsusa/forms-and-documents/members/travel/GSUSA_girl-scout-guide-to-domestic-travel.pdf
Guide to Global Travel	Now is your chance to explore new places and cultures, sample food and languages, and be the person you aspire to be. Make your way around the globe one trip at a time with Girl Scout travel. Just by reading Exploration: The Girl Scout Guide to Global Travel, you'll already be on the road to changing your life forever.	girlscouts.org/content/dam/gsusa/forms-and-documents/members/travel/GSUSA_exploration_girl-scout-guide-to-global-travel.pdf
SPARK Magazine	GSEP publishes SPARK Magazine twice a year. The magazine contains articles highlighting girls in our community who Discover, Connect, and Take Action. There is also a Program Guide which lists programs, day and resident camp sessions, and scholarship/financial aid information.	gsep.org/en/discover/our-council/news-media-press-announcements/publications-and-documents.html
Volunteer Essentials	Primary resource with information on Girl Scouting, council policies, and safety.	gsep.org/en/members/for-volunteers/volunteer-essentials.html
Safety Activity Checkpoints	Safety guidelines written for specific activities.	gsep.org/content/dam/gsep-redesign/documents/volunteer/2022-2023%20Safety%20Activity%20Checkpoints.pdf
Anatomy of a First Aid Kit	Recommendations on what you should have in your troop's first aid kit.	redcross.org/get-help/how-to-prepare-for-emergencies/anatomy-of-a-first-aid-kit.html
Game Resources	Website with information on games you can play with your troop.	ultimatecampresource.com
Nature Resources	Websites with information on nature and nature activities.	biglearning.com ohiodnr.gov/discover-and-learn/safety-conservation/about-ODNR/wildlife education.com
Song Resources	Websites with information on fun Girl Scout songs.	youtube.com/channel/UCST_4BaxTxF6GaArVwkgGow

Extended Trips & International Travel

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

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 girls properly prepare for an extended trip or traveling out of the country. You can find all the detailed information you need in these three resources found at girlscouts.org/travel:

- Exploration, the Girl Scout Guide
- The Adult Guide to Girl Scout Global Travel
- The Girl Scout Travel Appendix

International Travel Guidelines:

- All travelers must be registered Girl Scouts (girls and adults).
- There should be a minimum of two registered and background checked adults traveling.
- Activities done abroad should be done as a group. Girls should not participate in any activity without the supervision of the traveling adults.

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 Girls/Families

- Signed parent/guardian permission slips
- Copies of passports for all travelers (girls and adults)
- Girl and adult health forms (reviewed by First-Aider)
- Permission to Travel with Minors form (examples can be found online)
- Parental Permission to Travel in Mexico, if necessary (examples can be found online)

Additional Tasks

- Obtain passports (12 months before trip)
- Obtain Traveler's Insurance (4-6 weeks before trip)
- Register your trip with the U.S. Embassy or Consulate of the country you will visit (4 months before trip)
- Provide all girls with emergency contact card (in Volunteer Essentials)