*Short and Snappy*

girl scouts of california's central coast

# Taking Trips with your Troop

Taking troop trips and attending offsite events is a fun and rewarding experience for your girls! Whether you have a day trip to the zoo or an overnight camping weekend, trips provide valuable and rewarding experiences for girls that cannot be provided at regular troop meetings!

For all trips, it is important to follow the proper process, including having all required forms, to:

- Help ensure the girls' safety during the trip, and
- Ensure that your troop is covered by Girl Scout insurance in the event of an accident. *

The **Annual Permission Form** allows girls to travel to, attend, and participate in troop and council-sponsored activities that are:

- Located within one hour's driving time of the regular meeting place.
- Not exceeding 6 hours in duration.
- Not considered high-risk activities as outlined in the GS **Safety Activity Checkpoints**.

A **Troop Travel Application** is required for any troop activity/event that is not covered by the Annual Permission Form.

- The Troop Travel Application is submitted by a "Cognito Form" for Council approval.
- The Troop Travel Application requires you to upload copies of proof of training for trip leaders (if not in GS Learn), provide all details about the trip, including a detailed itinerary and indication of any high-risk activities, and upload a troop roster of all attendees.
- Leaders need to have completed ***Stepping Out, CPR/First Aid certification, and AB506 requirements (i.e., Mandated Reporter Training and Live Scan), and Outdoor Training (if needed).***
- **Please refer to the travel timelines to understand your specific travel deadline.**

**Parents need to complete***: A* **Specific Event/Trip Permission Form** *for the event/trip your girl will attend. This is for your record, so you know all the event/trip information she is going to participate in. If the trip contains a High-Risk Activity, a* **High-Risk Activity Permission Form** *should be filled out (generally, activities of height, speed, requiring a helmet, or involving water) and given to the leader. If you need to complete the High-Risk Activity Permission form, you don't have to fill out the Specific Event/Trip Permission Form in addition.*

GSCCC will check to be sure all trip participants are current Members or Nonmembers (all Nonmembers are covered by the Basic Plan insurance if they are designated participants on the trip), all adults have a live scan with GSCCC, and the training/certifications stated on the form are sufficient for the activities listed, based upon the Safety Activity Checkpoints.

Review the **Safety Activity Checkpoints** to ensure the activities are allowed and appropriate for your troop's age level and to determine if any additional training is required, and if it needs council approval.

- **Stepping Out Test****: Required for any activity outside of meeting place. **Needs to be renewed every three years.**
- **Outdoor Training*****: Required for any outdoor camping (sleeping outside or in a tent), and for any outdoor cooking or involving fires, including campfires. **Only needs to be completed once.**
- **First Aid/CPR Certification******: Certification required for all troop trips; additional training may be required – as indicated in Safety Activity Checkpoints. **NOT ACCEPTING *Online Only* certificates.**

**Insurance Basics:* Girl Scout membership provides Basic Plan insurance (Plan 1) to cover most troop activities. However, some of the activities require additional insurance, including national and international trips. Please be sure to review any insurance requirements in advance for your trip to allow time for you to purchase additional insurance if needed.

** *Stepping Out Manual*

***/**** *Adult Training Calendar*

**** An ***Adult CPR/First Aid Certificate*** must include an in-person practical skills component in the training. Basic Life Support (BLS) is not accepted unless the individual's primary occupation is within a field in which it is required, and they actively use this training within their occupational environment. A Child and Baby CPR/First Aid certificate is only accepted if the only girls being supervised are in the Daisy or Brownie program level (K-3).

# SAMPLE ACTIVITY AND TRAINING PROGRESSION*

| If the Planned Activity Includes: | Then Required Adult Training is: | | | | | | |
|---|---|---|---|---|---|---|---|
| | Stepping Out | Outdoor Training | Back-packing | Other Specialty Training** | First Aid + CPR | Wilderness First Aid | Lifeguard + Watchers |
| Any field trip away from the regular meeting location | ✓ | | | | ✓ | | |
| Overnight with indoor sleeping accommodations (incl. home, hotel, museum) | ✓ | | | | ✓ | | |
| Overnight with outdoor sleeping accommodations (incl. tents, yurts, open air) | ✓ | ✓ | | | ✓ | | |
| No heat, no sharp tools cooking | | | | | | | |
| No heat cooking using sharp tools such as knives or skewers | | | | | ✓ | | |
| Indoor cooking with conventional appliances | ✓ | | | | ✓ | | |
| Outdoor cooking, incl. BBQ, box oven, open fire, solar oven, hobo stove, etc. | ✓ | ✓ | | | ✓ | | |
| Hiking within 30 minutes of services | ✓ | | | | ✓ | | |
| Hiking beyond 30 minutes of services | ✓ | | | | ✓ | ✓ | |
| Family camping*** | ✓ | | | | ✓ | | |
| Troop camping | ✓ | ✓ | | | ✓ | | |
| Outdoor skills instruction for soft-sided shelters, fire building, knife handling, outdoor cooking, etc. | ✓ | ✓ | | | ✓ | | |
| Backpacking (with no swimming) | ✓ | ✓ | ✓ | | ✓ | ✓ | |
| Swimming | ✓ | | | | ✓ | | ✓ |
| Firearms sports with girls over age 12 | ✓ | | | ✓ | ✓ | | |
| Any activity on the High-Risk Activity Permission Form | ✓ | As needed per SAC | | | ✓ | As needed per SAC | |

***This Sample Activity and Training Progression** may be modified from time to time by GSCCC.
****Specialty training** depends on the activity. Check SAC for specific requirements. Examples: ski instructor, small watercraft certification, climbing instructor, whitewater rafting guide, shooting range safety officer, etc.
*****Family camping** is when families each travel separately to the event, camp together (with only family members in the tent), and parents/guardians are responsible for supervising their girl(s) throughout the event. Travel/Camping requirements (i.e., CPR/First Aid, Outdoor Training) may vary depending on who is hosting the event (e.g., Council or SU) and the type of activities and/or interaction they may have throughout the duration of the trip. **Costs are paid by the family, not from troop funds.**

# FORMS FOR BASIC PARTICIPATION

| Form Name | Purpose | Completed By: | Submitted To: |
|---|---|---|---|
| **Forms for EACH GIRL for ALL Activities*:** | | | |
| Annual Permission Form | Grants permission to girls to attend local meetings or events that are within 60 miles of the normal meeting place or no longer than 6 hours in length, participate in non-high-risk activities, and participate in product sales. | Parents | Troop Leader, Copies given to trip Drivers |
| Girl/Adult Health History Form** | Grants permission for your Girl Scout to receive medical attention while participating in Girl Scout activities. You authorize the adult in charge to see that your Girl Scout receives routine healthcare, medications, and reasonable first aid in case of an emergency. It also permits the transportation of your Girl Scout to a health care facility for emergency services if needed. | | |
| Medication Permission Form*** | Grants permission for the Troop Leader to administer prescribed or over-the-counter medication to Girl Scout. | | |
| Permission to Release Girl Scout to Other Adult | List of those authorized to pick up a girl other than her parent or guardian. | | |
| Troop Driver Information | Required for all adults that plan to drive girls that are from other households for a meeting, trip, or event. | Parents | Troop Leader, Copies retained with Trip Drivers |
| **Injury and Emergency Forms:** | | | |
| Council Emergency Procedures | Steps leaders should take for managing an emergency. | n/a | n/a |
| Incident and Injury Report | For notifying GSCCC and Service Unit in case of an accident or injury. | Leader | **GSCCC**** |
| First Aid Log | For recording all first aid treatment rendered including minor injuries. | First Aider | GSCCC, if requested |

***All these forms are required for any troop gathering of any kind (i.e., a meeting, trip, event, etc.).**
**Adult health information is recommended for those choosing to be *troop drivers/chaperones/etc.* but not mandatory.
*** NOTE: Remember that this includes sunscreen, insect repellant, and anti-itch lotion/ointment.
****Please send it to info@girlscoutsccc.org.

# FORMS FOR TROOP TRIPS

| Form Name | Purpose | Completed By: | Submitted To: | Permission Granted By: |
|---|---|---|---|---|
| Troop Travel Application | To request approval from GSCCC for participation in activities not covered by the Annual Permission Form. | Leader | GSCCC via online form | GSCCC |
| International Trip Form | To request approval from GSCCC for participation in an international trip, this needs to be submitted a **year** in advance. | Leader | GSCCC via online form | GSCCC |
| Specific Event/Trip Form | For permission from parent or guardian for activities and trips not covered on the Annual Permission form. | Parent | Leader | Parent |
| High-Risk Activity Permission Form | For permission from parent or guardian for high adventure activities not covered on the Annual Permission form. | Parent | Leader | Parent |
| Physician Medical Release* | Required for some activities, including resident camp. | Doctor and Parent | GSCCC or Camp Administrator | Doctor and Parent |
| Plan 3P or 3PI Insurance** | To obtain insurance for nonmembers attending a Girl Scout event or trip.<br>-or-<br>For members going on level 4-6 traveling | Leader | GSCCC via Cognito Form | GSCCC |

*This form is not provided by GSCCC.
**Some types of travel require troops to purchase additional insurance:

- Activity accident insurance is a supplemental health insurance that protects all Member and Nonmember participants of Girl Scout sponsored/supervised events. There is no event duration time frame for Plan 1 coverage for all participants. Non-members are only covered if they are designated as a participant in the Girl Scout sponsored/supervised event.

- **Plan 3P:** This coverage provides accident plus sickness for Members and Nonmembers for any approved, supervised Girl Scout activity. GSCCC requires this when an event is a level 4 trip or higher, regardless of whether travel is or is not outside of council boundaries. This covers Members and Nonmembers as participants; **the coverage must be purchased for the entire period of the event and for 100% of the participants.** Nonduplication Provision DOES NOT apply.
    - **Cost: $0.70 per participant per calendar day or portion thereof; $5 minimum**

- **Plan 3PI:** This coverage provides accident plus sickness insurance with an emergency travel assistance service for Members and Nonmembers for any approved, supervised international Girl Scout activity. GSCCC requires this for all international travel. This covers Members and Nonmembers; **the coverage must be purchased for the entire period of the event and for 100% of the participants.** Nonduplication Provision DOES NOT apply.
    - **Cost: $1.17 per participant per calendar day or portion thereof; $5 minimum**

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NOTE: Reach out to your SU Team or Council for any questions you may have about Troop Travel.
- GSCCC Customer Care:
    - Phone: 800-822-2427
    - Email: info@girlscoutsccc.org