

Trip Application Instructions

Follow the Trip Planning Timeline for submitting your application. Please fill out the Trip Application completely and forward a copy to the Denorah Marcial (dmarcial@girlscoutsnyc.org) for approval. Please include a copy of the Trip Participants List with the application for trips longer than 2 days. The application will be reviewed for approval and contact troop leaders only if additional information is needed or if there are other questions about the trip.

NOTE: Please remember to take permission slips, the Girl Health History Record and Accident Insurance Claim forms, and a first aid kit on all trips. Trip Applications are available for download on our website at www.GirlScoutsNYC.org.

or submit electronically here: [Trip Application for All Trips](#)

Prior to filing your application, be sure that:

- All girl members and troop leaders are registered with the Girl Scouts of Greater New York.
- Adults participating in trip understand the purpose of the trip, health and safety requirements, and their role in the girl/adult partnership.
- The trip is appropriate for your program level - i.e. consider length of time, distance, activities, and readiness of troop members.
- The cost of the trip is feasible for the troop and manageable for each individual troop member.
- Adequate adult coverage is in compliance with Girl Scouts of the USA's [Safety Activity Checkpoints](#) and Girl Scouts of Greater New York's [Policies and Standards](#).
- Trip plans were shared with all par-ents/guardians.

Parent/Guardian Permission

Trips of short duration use regular permission forms. For extended trips or expensive trips, a Parent/Guardian Information Meeting must be held. Membership staff must approve and sign your application before you submit it to the Program Department.

Access permission forms and other useful forms [here](#).



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. When activities involve unpredictable safety variables, they are not recommended as Girl Scout program activities. These include but are not limited to:



- Hot air ballooning
- Bungee jumping
- Flying in small private planes, helicopters, or blimps
- Go-carting
- Hang gliding
- Stunt skiing
- Motor biking
- Parachuting
- Riding all-terrain vehicles
- Riding motorized personal watercraft like jet-skis
- Outdoor Trampolining
- Hunting
- Simulated skydiving and zero-gravity rooms
- Parasailing
- Indoor trampoline parks
- Shooting sports
- Vaulting on horseback

What is a Girl Scout Trip?

A troop trip is an opportunity for girls to learn, have fun, and experience adventure. Girls should plan it with guidance from adults. Girls should be active in planning, participate in pre-trip activities at troop meetings, and be prepared for travel prior to departure. When planning trips with girls, be sure to use GSUSA [Safety Activity Checkpoints](#), the Council's **Policies and Standards**, and grade-level material.

Learning how to plan a trip should be a progressive experience for a Girl Scout - one that starts at a point she is ready to handle. Girl Scout Daisies, for example, might begin with a discovery hike. Girl Scout Brownies and Juniors should start with simple trips if they have never done any traveling. Once a troop understands the planning process, girls may progress to longer trips. Refer to [Safety Activity Checkpoints](#) for details. Use this guide during troop meetings to plan your trip.

Membership staff is to be notified prior to any troop activity occurring away from the regular troop meeting place and/or regular meeting time. This includes but is not limited to individually registered girls. Follow **Trip Planning Guidelines**, if timelines are not adhered to, the trip will not be processed as a Girl Scout trip and will be denied.

Start with the basic questions:

- Where are we going?
- When are we going?
- How will we get there?
- How much will it cost?
- How should we prepare?
- What will we do along the way?
- What will we do when we get there?
- What will we do when we get home?

Then go one level deeper:

- **Where are we going?**
 - What are the goals for the trip?
 - Does the destination have a tie-in to the Girl Scout program?
 - What are the girls' expectations? What are the troop leaders' expectations?
- **When are we going?**

Check the calendar to be sure the date does not interfere with a religious observance, school trip, or other event, which will limit participation.
- **How will we get there?**
 - An opportunity for girls to participate in the planning begins here.
 - Small groups, committees, or patrols can be assigned to check the costs of bus, train, and air fares; estimate mileage if going by car; and learn to use road maps.
 - Have groups report findings back to the troop members for the purpose of discussion and decision-making.
- **How much will it cost?**

After the report and discussion, plan a budget based on several methods of transportation. Let girls decide which would be most advisable with leaders help, of course. Consider fees such as overnight lodging, food, etc., as part of the budget.

File a trip application - refer to the trip planning timeline in this publication.

How to get ready:

Now the real fun begins. Activities at troop meetings could focus on:

- What part of the Girl Scout Law will be put into action on the trip?
- What safety procedures should we take?
- What games to play on the bus or train?
- What to wear? What to bring?
- What will we see along the way?
- What forms need to be filled out, i.e., parental permission forms?
- What will we do when we get there?
- Does each girl and parent/guardian understand the purpose of the trip?
- Introduce the girls to the things to look for and ask them what they expect to see, do, and accomplish.
- What will we do when we get home?
- Did the trip meet our expectations? Have troop members evaluate.
- Create a trip log and share with another troop or parents/guardians.
- Write thank you notes!
- Would you recommend this trip and itinerary to others?

Budgeting:

Consider cost factors when planning a troop trip.

- A. What other types of program will be offered during the troop year if all troop money goes towards the trip?
- B. What is the troop's projected income?
 - \$ _____ Dues
 - \$ _____ Cookies
 - \$ _____ Troop money earning projects (permission required)
- C. What are the anticipated expenses?
 - \$ _____ Transportation
 - \$ _____ Meals
 - \$ _____ Accommodations
 - \$ _____ Activity Fees
 - \$ _____ Contingency Fund
 - \$ _____ Other
- D. What will the trip cost per girl?
 - \$ _____ Total cost per person
- E. What will be paid for by:
 - \$ _____ Troop funds
 - \$ _____ by Girl/Adult

Trip Planning Guideline

Type of Trip	<p style="text-align: center;">1. DAY TRIP - WITHIN NYC*</p> <p>Example: neighborhood trip, museums, Fire Department, library, SU events, Council Events within NYC.</p> <p><i>* If the day trip includes swimming activities, then a trip application is required.</i></p>	<p style="text-align: center;">2. DAY TRIP - OUT OF NYC</p> <p>Example: Liberty Science Center, West Point, apple picking.</p> <p>Includes: New Jersey, Nassau/Suffolk counties, Westchester county</p>	<p style="text-align: center;">3. OVERNIGHT OR WEEKEND TRIPS 1-3 DAYS (2 CONSECUTIVE NIGHTS)**</p> <p>Example: Washington DC, Hershey PA, Boston MA</p> <p>Includes: Overnights in your GS meeting places and overnights in your own borough.</p> <p><i>** Additional insurance is needed except for federal holiday weekends. A First Aid/CPR Certified Adult must be present in each bus if traveling by bus.</i></p>
Levels	<p style="text-align: center;">All Levels*</p> <p><i>* It is recommended that Daisy Girl Scout troops not plan trips that are too lengthy for this young age level.</i></p>	<p style="text-align: center;">All Levels*</p> <p><i>* It is recommended that Daisy Girl Scout troops not plan trips that are too lengthy for this young age level.</i></p>	<p style="text-align: center;">Girl Scout Brownie</p> <p style="text-align: center;">Girl Scout Juniors</p> <p style="text-align: center;">Older Girls</p>
Prior to Departure	<p>4-6 Weeks - Allows time to:</p> <ul style="list-style-type: none"> Discuss activity check points from Safety Activity Checkpoints Discuss budgets Make arrangements with facility Discuss transportation Distribute and collect Parent/Guardian Permission Forms Make sure bus company is listed on Council Approved list 	<p>4-6 Weeks - Allows time to consider all the left, plus:</p> <ul style="list-style-type: none"> Adult First Aider must be present on trip Make sure bus company is listed on Council Approved list 	<p>3-6 Months - Allows time to consider all the left, plus:</p> <ul style="list-style-type: none"> Extensive budgeting Parent meeting Contract, deposits, etc. Accrediting Council for Independent Colleges and Schools Girl Health History Form Adult First Aider must be present on trip. Submit request for additional insurance with trip application
Permission/Approval	<p>Notification by phone to your Community Development Specialist, Membership Services Specialist, or Membership Development Manager.</p> <p>Additional Insurance for non-registered participants</p> <p>Signed by Leader, Community Development Specialist OR Membership Services Specialist and Membership Development Manager.</p>	<p>Submit Trip Application to your Community Development Specialist, Membership Services Specialist, or Membership Development Manager.</p> <p>Additional Insurance for non-registered participants</p> <p>Signed by Leader, Community Development Specialist OR Membership Services Specialist and Membership Development Manager.</p>	<p>Submit Trip Application and application for Additional Insurance to your Community Development Specialist, Membership Services Specialist, or Membership Development Manager for approval. Trip Applications can also be completed and submitted online.</p>
Approval Deadline	<p>2 weeks</p>	<p>3 weeks</p>	<p>6 weeks</p>
Training Required	<p style="text-align: center;">Getting Started</p> <p style="text-align: center;">Leadership Essentials Training</p>	<p style="text-align: center;">Getting Started</p> <p style="text-align: center;">Leadership Essentials Training</p> <p style="text-align: center;">First Aid/CPR Certification (can be other than leader -- first aider must be on trip)</p>	<p style="text-align: center;">Getting Started</p> <p style="text-align: center;">Leadership Essentials Training</p> <p style="text-align: center;">First Aid/CPR Certification (can be other than leader -- first aider must be on trip)</p> <p style="text-align: center;">Overnight Adventures and Beyond</p>

LEADERS' NOTE: You must request permission for all troop trips and receive pre-approval. Camping trips: If attending Summer Camp (June and July), please use the Summer Camp application. If you are attending Troop Camping (September through early May), please use applications and procedures in the Camp brochure. Refer to [Safety Activity Checkpoints](#) for requirements for “high risk” activities, and activities that are not permitted as Girl Scout program activities.

Trip Planning Guideline

Type of Trip	4. TRIPS OF MORE THAN TWO NIGHTS AWAY** <i>** Additional insurance is needed except for federal holiday weekends. A First Aid/CPR Certified Adult must be present in each bus if traveling by bus.</i>	5. OUT OF COUNTRY** <i>** Additional insurance is needed except for federal holiday weekends. A First Aid/CPR Certified Adult must be present in each bus if traveling by bus.</i>
Levels	Girl Scout Juniors Older Girls	Older Girls
Prior to Departure	9 Months - 1 Year Allows time to consider all points on prior page, plus: <ul style="list-style-type: none"> • Hold parent information meeting and discuss budget • Discuss activity checkpoints in Safety Activity Checkpoints • Consider contracts, deposits for transportation, and accommodations • Troop money earning project (Council approval required) • Girl Health History Form • Parent/Guardian Permission Form • Submit request for additional insurance with trip application • Adult First Aider must be present on trip and have copy of certifications 	18 Months Prior to Departure Allows time to consider all points to left and on prior page, plus: <ul style="list-style-type: none"> • Request International travel Preparation Packet and Application from Program Department
Permission/ Approval	Submit Trip Application and application for Additional Insurance to your Community Development Specialist, Membership Services Specialist, or Membership Development Manager for approval. Trip Applications can also be completed and submitted online.	One year before departure: Submit Trip Application and application for Additional Insurance to your Community Development Specialist, Membership Services Specialist, or Membership Development Manager for approval. Trip Applications can also be completed and submitted online.
Approval Deadline	4 months	Minimum 1 year
Training Required	Getting Started Leadership Essentials Training First Aid/CPR Certification (can be other than leader -- first aider must be on trip) Overnight Adventures and Beyond	Getting Started Leadership Essentials Training First Aid/CPR Certification (can be other than leader -- first aider must be on trip) Overnight Adventures and Beyond

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Private Transportation: Procedures, Guidelines, and Recommendations

Standard Private Transportation Guidelines from GSUSA & GSGNY:

“Private passenger cars, station wagons, and vans may be used during Girl Scout activities. They must be properly registered, insured, and operated by adults with a valid license for the type and size of vehicle used. Any other form of private transportation may be used only after Council approval has been obtained.” — Volunteer Policies.

Please ensure that:

- The number of passengers does not exceed the intended passenger limits of the vehicle.
- Each person has her or his own seatbelt or booster seat.
- There is adequate space for luggage and equipment, which is stowed securely.
- All vehicles are equipped with a first aid kit.
- No alcohol or drugs are consumed before or during Girl Scout trips. Please be aware that some over-the-counter medications may cause driving impairments.
- All city and state traffic laws and regulations are followed.
- Appropriate behavior while in the vehicle is discussed with girls before each trip.
- Each driver has a copy of destination directions and phone numbers.
- The vehicle stops and pulls off the road to a safe location if there is a need for the driver to make phone calls or text someone.

Booster Seat Law

The Booster Seat Law is in effect and requires all children between the ages of 4 and 7, measuring 4 feet 9 inches or less, to be restrained in booster seats or other appropriate child safety devices that meet applicable Federal Motor Vehicles Safety Standards. The booster seat must be used along with a combination lap and shoulder safety belts. Individuals found to be in violation of this law will be subject to a civil fine. This directly affects Girl Scout Daisy and Brownie Leaders who utilize car pools to travel to trips and meetings.

Private Insurance

If you have questions regarding car insurance coverage, please contact your insurance carrier. The Girl Scouts of Greater New York does not require that additional private insurance be obtained for the transportation of girls.

Private Transportation

When hiring a private bus company, we recommend that troop leaders check their safety record on the Department of Transportation website. We recommend that troop leaders do not contract with any company with noted safety violations. If a posting is made to the DOT site after a bus company is contracted and the company cannot be changed before the trip, we ask that troop leaders ensure that chaperones are aware of any concerns and be vigilant when travelling.

<http://cms.fmcsa.dot.gov/safety/passenger-safety/search/by-company>

Tips for Driver Safety

Before beginning an extended trip, review the safety facts and safe driving tips for various circumstances.

✓ **Bad Weather**

Don't drive in bad weather, or, if on the road, slow down or stop after pulling as far off the roadway as possible. Bad weather causes increased chances of accidents due to poor visibility; moisture on the road causes hydroplaning; and wet roads reduce traction, which increases the distance needed to stop.

✓ **Following Distance**

Always keep the proper distance between you and the vehicle ahead. This allows time for you to respond. Use a 3-second rule if you are driving a car. Watch the car ahead as it passes an object on the side of the road. Count “1000-1, 1000-2, 1000-3.” If you pass that object before you end the count, then you are too close. Back off. If you are driving a van or a vehicle loaded with lots of gear, increase the count to 1000-4. During bad weather, increase your count. It will take you longer to stop.

✓ **Rest Up**

Do not drive while tired or taking medication that could make you drowsy. You can actually “micro sleep” while you drive, which is highly dangerous in a moving vehicle.

✓ **Distractions**

Do not take your eyes off the road for any reason. If you need to resolve an argument among passengers, read a map, or use a cellular phone, pull off the road at an exit or rest area.

✓ **Anticipate**

Keep your eyes on the road. Continuously scan your mirrors. Watch the road on all sides. If something is happening, you can stop or accurately determine how to avoid the problem. Watch the brake lights of the car ahead or for warning signs along the road.

✓ **Be Visible**

Drive with your headlights on. Do not drive in the blind spots of other vehicles, especially large trucks. Use your turn signals when changing lanes or preparing to turn.

✓ **Adhere to Posted Speed Limits**

Excessive speed can cause accidents because you need more time and distance to be able to react or stop.

✓ **Seat Belts On**

Require all passengers to buckle up before you start the

Trip Application for One-Day Trips Outside the 5 Boroughs or Overnight (Not to Exceed 2 Consecutive Nights)

INSTRUCTIONS FOR LEADERS: Please complete the application and forward to your Membership Services Specialist, Community Development Specialist, or Membership Development Manager for approval. **Additional insurance must be purchased for all non-registered person(s) and for trips of more than (2) consecutive nights. Request for additional insurance must be submitted with the appropriate fee and included with this application.** Registered Girl Scouts (girls and adults) are automatically covered by Girl Scout insurance for two nights or less. You will be notified of the status of your request. This form must be approved before girls proceed with further planning. **Please call the Council to obtain an application for an Extended Trip. Please print all information.**

Please complete the application and forward to your Membership Services Specialist, the Community Development Specialist, or the Membership Development Manager for approval

LEADER INFORMATION:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Cell #: _____ Tel Day: _____ Tel Eve: _____
Email: _____

TROOP INFORMATION:

Service Unit: _____ Troop #: _____ Borough: _____
Program Level(s): Daisy Brownie Junior Cadette Senior Ambassador
Number of Participants: _____ Registered Girls: _____ Registered Adults: _____ Non-Registered Person(s): _____

TRIP INFORMATION:

Name of Place: _____ Tel: _____
Location Address: _____
City: _____ State: _____ Zip: _____
Departure Date: _____ Time: _____
Return Date: _____ Time: _____
Traveling By: Private Car Council Bus Other Transportation
Name of Bus Company (if applicable): _____

(Troop leader must verify that the bus company or travel agency has a Certificate of Insurance on file with the Girl Scouts of Greater New York. If not on file, please attach a clear copy of their certificate showing Girl Scouts of Greater New York as the Certificate holder.)

ADDITIONAL INSURANCE:

To request Additional Insurance, attach Additional Insurance Form with full payment to your trip application (**must be a minimum of \$5**).
_____ Number of person(s) applying for Additional Insurance



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Tel: 212.645.4000 • Fax: 212.645.4599 • www.GirlScoutsNYC.org

Trip Application for One-Day Trips Outside the 5 Boroughs or Overnight (Continued)

CERTIFICATION: The Adults listed below are participating on this trip and have completed the necessary training for this trip. (Please attach a copy of this certification)

Name Certification (ie: first aid/CPR, overnight training)

Name Certification (ie: first aid/CPR, overnight training)

EMERGENCY HOME CONTACT: Our contact person below will have a complete Trip Participant List including the names, addresses, and phone number of all participants. **This person must be someone who is not attending the trip.**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell #: _____ Tel Day: _____ Tel Eve: _____

Email: _____

BUDGET INFORMATION: The information below **MUST** be completed before approval can be considered for this application.

No. of girls registered in troop: _____ Troop treasury will pay: _____

No. of girls participating in the trip: _____ Participant will pay: _____

Total cost per person: _____

CHECKLIST FOR TRIP APPROVAL:

WE HAVE:

- Used the Planning Trips with Troops information planning
Used [Safety Activity Checkpoints](#) publication and other appropriate activity checklists
- Checked Girl Scouts of Greater New York's Policies and Standards
- Involved troop members in planning

It is recommended that all trips relate to a program activity. How does this trip relate to your program level? _____

I understand providing misinformation could result in the trip not being covered by Girl Scout Activity Insurance and could increase personal liability.

Troop Leader's Signature: _____ Date: _____

TRIP APPLICATION APPROVAL: This application has been reviewed and approved by:

Date: _____

Date: _____

Staff : _____

Date: _____

