

## Trip Approval at a Glance

Trip Type	# of Nights	Location	Approval Process
<b>BASIC TRIP</b> (no activities that are high adventure/risk*) <i>Meeting Time, Day change, local trips</i>	0-1	Within the <b>COUNCIL BOUNDARIES</b>	Approved by the <b>SU Designee</b>  Submit the Trip Request <i>via SU Trip Log or SU Form</i> to <b>The Service Unit Designee</b> at least <b>TWO WEEKS</b> prior to the trip***
<b>HIGH RISK TRIP</b> (one or more activities that are high adventure/high risk*)	0-1	Within the <b>COUNCIL BOUNDARIES</b>	Approved by the <b>SU Designee</b>  Submit the <i>Service Unit Trip Approval Form</i> to <b>The Service Unit Designee</b> at least <b>TWO WEEKS</b> prior to the trip***
<b>OVERNIGHT TRIP</b>	1-2 Or 3 night w/ holiday	Within the <b>COUNCIL BOUNDARIES</b>	Approved by the <b>SU Designee</b>  Submit the <i>Service Unit Trip Approval Form</i> to <b>The Service Unit Designee</b> at least <b>ONE MONTH</b> prior to the trip***
<b>EXTENDED OVERNIGHT TRIP</b>	3-4	Within the <b>COUNCIL BOUNDARIES</b>	Initial Approval by the <b>SU Designee</b>  <b>Final Approval by GCCCC Staff</b>
	1-4	Outside Council boundaries but within the <b>COUNCIL REGION**</b>	Submit the <i>GSCCC Trip Approval Form</i> to <b>The Service Unit Designee</b> at least <b>TWO MONTHS</b> prior to the trip***
<b>NATIONAL TRIP</b>	5+	Within the <b>COUNCIL REGION**</b>	Submit the <i>Intent to Plan a National/International Trip Form</i> to <b>The Service Unit Designee</b> when planning begins (3 mo - 3 yrs prior to trip)***
	1+	Anywhere in the <b>US</b> , outside Council Region**	Submit a <i>National/International Trip Approval Form</i> to <b>The Service Unit Designee</b> at least <b>THREE MONTHS</b> prior to the trip. <b>SU Designee</b> will forward to Council. Final approval is required from <b>COUNCIL</b> ***
<b>INTERNATIONAL TRIP</b>	1+	Anywhere in the <b>WORLD</b> , outside the US	Submit the <i>Intent to Plan a National/International Trip Form</i> to <b>The Service Unit Designee</b> when planning begins (up to 3 years prior to trip)***  Submit a <i>National/International Trip Approval Form</i> to <b>The Service Unit Designee</b> at least <b>ONE YEAR</b> prior to the trip. <b>SU Program Designee</b> will forward to Council. Final approval is required from <b>COUNCIL</b> ***

**\*HIGH ADVENTURE/RISK ACTIVITIES include, but are not limited to:** Amusement park rides, archery, backpacking, bicycling, canoeing, caving challenge course, high/low ropes course, hiking, horseback riding, indoor trampoline parks, kayaking, parades, rafting, rappelling, rock climbing, roller skating/ice skating, row boating, sailing, scuba diving, shooting sports, archery, skateboarding, skiing/snowboarding, snowshoeing, sledding, tobogganing, snow tubing, snorkeling, surfing, swimming, travel (domestic or international), tree climbing, tubing, vaulting on horseback, waterskiing, windsurfing, and zip lining. Check Safety Activity Checkpoints for most current list.

**\*\*THE GSCCC REGION:** The extended overnight regions include: DE, Washington DC, KY, MD, OH, Some areas of NC, VA, and WV.  
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