

SERVICE UNIT TRIP APPROVAL FORM

Use this form for:

- Change in regular troop meeting location, day and/or time. For day trips with and without risk and 1-to-3-night overnight trips which include holiday weekend with or without risk activities within Council boundaries: DE, Washington D.C., KY, MD, OH, PA, VA, WV.
- Submit two weeks prior to departure.

Trip Destination

Check activity:		<input type="checkbox"/> Trip <input type="checkbox"/> Camping		Trip/Camp Activity Dates: / / through / /			
Destination Name							
Address							
	Street	City	State	Zip	Phone		
Troop #	Service Unit #		Troop/Group Girl Scout Grade Level(s):				
Troop Leader/ Trip Leader			Email		Phone		
Emergency Contact					Phone		

Participant Information

# of registered girls		# of registered adults		# of non-member girls		# of non-member adults	
Non-member participants	Has additional insurance been purchased? (Must be purchased at least two weeks in advance of trip. If not submitted before deadline, the order may not be processed, which will delay trip approval.)						
Certificate of Insurance	Is a Certificate of Insurance on file? (Request forms must be submitted at least two weeks in advance of trip.)						

Adult Leadership

First adult who has completed all required training and is attending		
Second adult who has completed all required training and is attending		
First Aider (must be registered GS)		<input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2
Type of First Aid CPR Certification		Expiration

Trip/Camp Activity Plans - Review and follow [Safety Activity Checkpoints](#) for each activity.

Certified/qualified adults who will be supervising the below activities (attach copies of certification)

Activity		Certified Adult Name	
Type of Certification		Expiration Date	
Activity		Certified Adult Name	
Type of Certification		Expiration Date	
<input type="checkbox"/> Check here if any activities will be conducted through contracting an individual or company providing equipment, instructors, or program. (Examples: guides, outfitters, touring company, rental agency, etc.) A Certificate of Insurance must be requested if one is not on file. Refer to approved vendor list .			

Transportation

Mode of Transportation	
Accommodations	

Budget

Transportation	\$	Accommodations	\$	Insurance	\$	Total cost per girl	\$
Tickets/admission	\$	Food/meals	\$	Emergency	\$	Total cost per adult	\$

AGREEMENT: I am aware of applicable GSCCC and GSUSA policies, standards and guidelines found in [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) and agree to follow them.

Signature of troop leader/ trip leader		Date	
Approval signature of service unit program consultant or designee		Date	