

TROOP TRIP & OVERNIGHT APPROVAL FORM

For Non Council-owned or Sponsored Sites Only

All travel procedures and preparations must ensure adequate supervision and maximum safety according to *Safety-Wise*. A current Certificate of Insurance **must** be on file at the Rockford Service Center for places of high risk. Girl Scout insurance covers registered members for accidents during approved, supervised trips lasting **two consecutive nights or less**. Additional insurance is **required** if your trip is longer than two nights, or if it involves any non-registered participants.

Type of Trip/Activity	Examples	Approval Process
Field Trip	outing outside of your normal meeting spot, up to a distance of 60 miles	You are preapproved once you have checked <i>Safety-Wise</i> and <i>Field Trip Basics</i>
	outing outside of your normal meeting spot, further than a distance of 60 miles	Troop Trip & Overnight Approval Form (30 days in advance)
Indoor Overnight two nights or less	spending the night in an indoor venue with modern facilities—not owned or sponsored by GSNI	Troop Trip & Overnight Approval Form (30 days in advance)
Indoor Overnight more than two nights	spending the night in an indoor venue with modern facilities—not owned or sponsored by GSNI	Troop Trip & Overnight Approval Form (3 months in advance)
Outdoor Overnight two nights or less	spending the night in an outdoor venue without modern facilities—not owned by GSNI	Troop Trip & Overnight Approval Form (3 months in advance)
Outdoor Overnight more than two nights	spending the night in an outdoor venue without modern facilities—not owned or sponsored by GSNI	Troop Trip & Overnight Approval Form (3 months in advance)
International Trip	Travel outside of the country	Please note that this form is not to be used for international travel. You must submit the International Trip Intent/Approval form which can be found on the GSNI website.

Troop Trip and Overnight Approval (Form for Non Council-Owned Sites)_

Please mail, fax or
E-mail form to: Denée Cavicchioni
Girl Scouts of Northern Illinois
Rockford Service Center
2101 Auburn Street
Rockford, IL 61103-4451
P 815-962-5591
F 815-962-5658
dcavicchioni@girlscoutsni.org

Troop/Group # _____
Program Level _____
Leader/Advisor submitting form _____
Home phone _____
Other phone _____
E-mail _____
Address _____
City _____ State _____ Zip _____

Destination _____
Number of Girls Attending _____ Number of Adults Attending _____
Date of Departure _____ Date of Return _____
Trip is longer than 3 days/2 nights. Extended Girl Scout insurance will be purchased _____
Adult with indoor overnight training _____
Adult with outdoor camping training _____
Adult with current First-Aid/CPR training _____

Type of Transportation: Bus Train Private Car Plane

Rented Vehicle: Bus Car (note: you may not rent 15-passenger vans)
ALL CONTRACTS FOR VEHICLE RENTAL MUST BE APPROVED BY COUNCIL STAFF PRIOR TO RENTAL..

Type of Accommodations: Hotel/Motel Cabin/Lodge Tent Other _____
(please indicate what type)

Are you planning an activity that requires a certificate of insurance per *Safety-Wise*? Yes No
If yes, what is the activity? _____

Trip Itinerary: Please include departure and destination schedules, side trips, activities, accommodations, and rest periods. _____

Adult emergency contact person (NOT attending trip/overnight) _____
Phone numbers to reach emergency contact _____

We are familiar with the policies and procedures pertaining to Girl Scout travel and activities, and have made our plans accordingly.

Leader/Advisor Signature _____ Date _____

GSNI Representation Signature _____ Date _____

Elgin Service Center
12N124 Coombs Road
Elgin, IL 60124
847-741-5521

Freeport Service Center
5040 Business Rt. 20 W.
Freeport, IL 61032
815-235-8777

Rockford Service Center
2101 Auburn Street
Rockford, IL 61103
815-962-5591

Sugar Grove Service Center
200 New Bond
Sugar Grove, IL 60554
630-897-1565