

TROOP TRIP & OVERNIGHT APPROVAL FORM

For Non Council-owned or Non-Council-Sponsored Sites Only

All travel procedures and preparations must ensure adequate supervision and maximum safety according to the *Safety Activity Checkpoints* online at www.girlscoutsni.org. A current Certificate of Insurance **must** be on file at Girl Scouts of Northern Illinois (GSNI), 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. Questions regarding Troop Trip & Overnights should be directed to customercare@girlscoutsni.org.

Type of Trip/Activity	Examples	Trainings Required	Approval Process
Field Trip	A day trip outing outside of your normal meeting spot up to a distance of 60 miles.	First Aid/CPR	You are preapproved once you have checked <i>Safety Activity checkpoints</i> online.
	A day trip outing outside of your normal meeting spot further than a distance of 60 miles.	First Aid/CPR	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, i.e. hotel or museum.	First Aid/CPR	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, i.e. hotel or museum.	First Aid/CPR	Troop Trip & Overnight Approval Form (3 months in advance)
Outdoor Overnight – Two Nights or Less	Spending the night in an outdoor venue—not owned or sponsored by GSNI.	Beyond the Troop Meeting First Aid/CPR Lodge Camping (if majority of meals prepared indoors) Outdoor Overnights (if majority of meals prepared outdoors)	Troop Trip & Overnight Approval Form (3 months in advance)
	Spending the night in an outdoor venue at a GSNI property.	Beyond the Troop Meeting First Aid/CPR Lodge Camping (if renting camp lodge) Outdoor Overnights (if pitching tents or renting a unit)	No form needed, just complete the GSNI registration process and be sure to check <i>Safety Activity Checkpoints</i> online.
Outdoor Overnight – More Than Two Nights*	Spending the night in an outdoor venue—not owned or sponsored by GSNI.	Beyond the Troop Meeting First Aid/CPR Lodge Camping (if majority of meals prepared indoors) Outdoor Overnights (if majority of meals prepared outdoors)	Troop Trip & Overnight Approval Form (3 months in advance)
	Spending the night in an outdoor venue at a GSNI property.	Beyond the Troop Meeting First Aid/CPR Lodge Camping (if renting camp lodge) Outdoor Overnights (if pitching tents or renting a unit)	No form needed, just complete the GSNI registration process and be sure to check <i>Safety Activity Checkpoints</i> online.
International Trip	Travel outside of the country.	Have a group meeting with GE Specialist after submitting your International Trip Intent form.	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.

*Additional Girl Scout Insurance is **required** for all participants.



Troop Trip & Overnight Approval Form

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Please email form to: **Girl Scouts of Northern Illinois**
1-844-GSNI-4-ME
1-844-476-4463
customercare@girlscoutsni.org

Troop # _____ Program Level _____
Trip Leader/Advisor Submitting Form _____
Home Phone _____ Other Phone _____
E-mail _____
Address _____ City _____ State _____ Zip _____
Trip Destination _____
Date of Departure _____ Date of Return _____
Number of Girls Attending _____ Names of Adults Attending _____

Name(s) of Adult Attending with Lodge Training (if needed) _____
Name(s) of Adult Attending with Outdoor Overnights Training (If needed, see chart) _____
Name(s) of Adult Attending with Current First Aid/CPR Training _____

(copy of certification must be on file with GSNI)
Type of Transportation (check all that apply) Bus Train Private Car Plane Rented Bus Rented Car

- Notes:** (1) Rental of a 15-passenger van is prohibited;
(2) All vehicle-rental contracts must be approved by council staff prior to rental;
(3) For driving guidelines, please see "Trip/Travel Camping" in *Safety Activity Checkpoints*.

Type of Accommodations Hotel/Motel Cabin/Lodge Tent Other: _____

We are planning on taking part in money-earning projects to help offset the cost of this trip. Yes No
Note: Holding a money-earning project requires the completion of a separate Money-Earning Application, which can be found on the GSNI website. The Money-Earning Application must be turned in to your Member Support Specialist no later than one month prior to the date the money-earning project is held.

The trip is longer than three days/2 nights, so extended Girl Scout insurance will be purchased? Yes Not Applicable
Note: Trips lasting more than two nights are not covered by the Girl Scout Basic Activity Accident Insurance. You **must** take out additional activity insurance through GSNI. This plan would cover the entire period of the event for all participants. Contact your local Council Store for forms which must be completed and submitted at least three weeks prior to departure.

Does your activity require a certificate of insurance per the *Safety Activity Checkpoints*? Yes No

If yes, what is the activity? _____

Trip Itinerary – Please include information on the departure and destination schedules, side trips, activities, rest periods, and accommodations: _____

Adult Emergency Contact Person (NOT Attending Trip/Overnight) _____

Phone Number to Reach Emergency Contact Person _____

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

Leader/Advisor Signature _____ Date _____

GSNI Girl Experience Specialist Signature _____ Date _____