



TROOP TRIP & OVERNIGHT APPROVAL QUALIFICATIONS

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, which includes hotel/lodging overnight stays, amusement parks, aquatic activities, animal/equestrian activities, high adventure, and everything covered under the [GSNI Safety Activity Checkpoints](#) as requiring a Certificate of Insurance. Questions regarding Troop Trip & Overnights should be directed to customercare@girlscoutsni.org.

| Type of Trip/Activity | Examples | Trainings Required | Approval Process |
|---|---|---|---|
| Field Trip | An outing outside of your normal meeting spot up to a distance of 60 miles. | First Aid/CPR | You are preapproved once you have checked Safety Activity checkpoints online. |
| | An 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. | First Aid/CPR GSNI Lodge Camp Training | 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. | First Aid/CPR GSNI Lodge Camp Training | Troop Trip & Overnight Approval Form (3 months in advance) |
| Indoor or Outdoor Overnights at a GSNI Camp | Spending the night in an indoor lodge or outdoor unit at one of GSNI's camp properties. | First Aid/CPR GSNI Lodge Camp Training (indoor units only) GSNI Outdoor Overnight Training (outdoor units only) | Troop Trip & Overnight Form NOT required for staying at GSNI properties. |
| Outdoor Overnight – Two Nights or Less | Spending the night in an outdoor venue with modern facilities—not owned or sponsored by GSNI. | First Aid/CPR GSNI Lodge and Outdoor Overnight Training | Troop Trip & Overnight Approval Form (3 months in advance) |
| Outdoor Overnight – More Than Two Nights* | Spending the night in an outdoor venue with modern facilities—not owned or sponsored by GSNI. | First Aid/CPR GSNI Lodge and Outdoor Overnight Training | Troop Trip & Overnight Approval Form (3 months in advance) |
| International Trip | Travel outside of the country. This includes cruises. | Please note that this form is not to be used for international travel. You must submit the International Trip Intent/ Approval form . | |