

Troop Travel Guide

Reference Guide for Planning
Your Next Girl Scout Trip



What's Inside

Is your troop ready to plan an adventure?

Whether you're planning a field trip to a local historical site within your community or a multi-week backpacking trip in a foreign country, this guide is your reference for everything you need to know to plan a safe, fun and rewarding troop experience.

Exploring the world outside of the regular troop meeting is a vital part of the Girl Scout Leadership Experience. We're here to help! Contact us at travel@girlscoutssoaz.org.

Get out there Girl Scouts, the world is waiting!

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What is a troop trip?
 A trip is defined in Volunteer Essentials as any activity outside of your regular troop meeting time and/or place.

Role of Troop Leaders

Troop Leaders or other registered troop volunteers acting as trip organizers should guide Girl Scouts through a rewarding experience. Ensure the all trips are girl-led in age appropriate ways. Start by determining what the youth members want to do, make sure everyone's voice is heard and encourage compromise. Does the troop really want to travel to a particular destination or are they more interested in having a certain experience? Follow the steps in this guide to make sure your Girl Scouts get the most out of their trip.

Any registered troop volunteer may act as a trip organizer; however, all troop trips must be approved by a Troop Leader.

Troop Trip Classification Chart

Level	Number of Nights	Location/Distance	Suitable for which age?	What is it?
Field Trips	0	Outside of your troop's normal meeting place and/or time AND within your troop's town or city. May not cross state lines.	Daisies +	Short trips to local points of interest in the neighborhood, like a walk to a nearby garden or a short ride by car or public transportation to the firehouse or courthouse. Does not include high risk activities.
Local High Risk Activity	0	Within your troop's town or city. May or may not be at regular meeting time and/or place May not cross state lines.	Varies by age level requirements for specific activities as outlined in Safety Activity Checkpoints.	Local activities or trips that involve one or more "high risk" activities or any activity that requires council approval per Safety Activity Checkpoints
Day Trips	0	Outside of your troop's normal meeting place and/or time AND outside of your troop's town or city. May cross state lines.	Daisies +	A half-day or all-day visit to a point of interest in a nearby town or city. May include high risk activities.
Short Overnight	1-2	Varies. Distance limitations determined by Girl Scout program level.	Daisies +	Short overnight trips could start with backyard camping, and progress to camping at a Girl Scout property, private campground, or station/national park, or visiting a nearby city for sightseeing and a hotel/motel stay. These trips are short enough for Girl Scouts to "get their toes wet," but not long enough to create homesickness.
Extended Overnight	3+	Varies. Distance limitations determined by Girl Scout program level.	Juniors+	Girl Scouts with appropriate progressive travel experience may participate in extended overnight trips, while keeping within the total travel distance permitted for their program age level. Regional trips: Spend three to four nights away somewhere a few hours from home. National trips: Travel the country! Trips often last a week or more. Girl Scouts should think beyond a typical vacation location and consider historical sites, museums, or national parks.
Level 6 International Trips	0+	Anywhere in the WORLD, outside the US, regardless of total distance in miles.	Cadettes, Seniors, and Ambassadors who have successfully participated in a progression of overnight trips with Girl Scouting	Travel around the world! Visiting one of the WAGGGS World Centers is a great place to start, but Girl Scouts might also consider foreign points of historic significance or meeting up with Girl Scouts and Girl Guides from around the world at an international scouting event.

Trip Approval Chart

Type of Trip	Notification or Approval Required	Forms to Submit to Council	Forms Due By*	Council Response Timeline	Form URL
Field Trips	Notification	Field Trip Notification Form	4 weeks prior to trip	Within 1 week from form submission date ONLY if there are any issues or additional information is needed	https://form.jotform.com/222466435728159
Local High Risk Activity	Approval	Quick Trip/High Risk Approval Form	6 weeks prior to trip	Within 2 weeks from form submission date	https://form.jotform.com/222557053494156
Day Trips	Approval	Quick Trip/High Risk Approval Form	6 weeks prior to trip	Within 2 weeks from form submission date	https://form.jotform.com/222557053494156
Short Overnight	Approval	Quick Trip/High Risk Approval Form	6 weeks prior to trip	Within 2 weeks from form submission date	https://form.jotform.com/222557053494156
Extended Overnight	Approval	Intent to Plan an Extended or International Trip Form	4 months prior to trip	Within 2 weeks from form submission date	https://form.jotform.com/222590567188163
		Extended/International Trip Approval Form	2 months prior to trip		https://form.jotform.com/222610625257148
Level 6 International Trips	Approval	Intent to Plan an Extended or International Trip Form	1 year prior to trip	Within 2 weeks from form submission date	https://form.jotform.com/222590567188163
		Extended/International Trip Approval Form	6 months prior to trip		https://form.jotform.com/222610625257148
		International Trip Final Check-In Form	2 months prior to trip		https://form.jotform.com/222685776307062

*Note: For activities/trips requiring council approval, forms must be submitted and approved by council before any travel plans, including non-refundable reservations, deposits, or purchases, are finalized.

Approval Process

Troops must inform GSSOAZ of any troop activity taking place outside of the normal meeting place AND/OR time, as well as any activity classified as "high risk" per *Safety Activity Checkpoints*. This is necessary to ensure that the activities are consistent with GSUSA and GSSOAZ policies and procedures, which help to maintain the safety of all Girl Scout members. The type(s) of form(s) your troop needs to submit is based on the type of activity or trip that you are planning. Refer to the charts on pages 1-2 to determine the required forms and timeline requirements for your activity/trip.

Activity/Trip Application forms are **not** required for troops spending a day or an overnight at one of Girl Scouts of Southern Arizona's camp properties: Camp Whispering Pines or the Hacienda Program Center; OR for troops participating in a Girl Scouts of Southern Arizona council staff-led program or event, unless otherwise noted. Girl Scouts of Southern Arizona troops **are required** to submit activity/trip application forms when traveling and participating in a program hosted by another Girl Scout council AND/OR when traveling and staying at a property owned and operated by another Girl Scout council.

Any approved volunteer may act as a trip coordinator for a troop trip; however, a troop leader must approve all activity plans and sign the Activity/Trip Application before submission.

For activities and trips requiring approval, GSSOAZ will review your application form. Within two weeks you will receive an email with one of three outcomes:

1. Activity/Trip is **approved** - No further action is required. You may proceed with the trip.
2. Activity/Trip is **tentatively approved** - The activity/trip is tentatively approved, pending additional information, documents, and/or requirements. The email will describe what additional information is needed for the activity/trip to be approved.
3. Activity/Trip is **not approved** - The email will describe the reason(s) why the activity/ trip is not approved.

Local field trips that do not involve any high risk activities require notification to council, but not approval. You will receive an automated email confirming the receipt of your notification form. If GSSOAZ has any questions or concerns regarding your field trip, you will be contacted via email within one week after submitting the notification form.

Changes to activity/trip after notification or application form has been submitted

There may be changes to your activity/trip between the time you submit the approval or notification form and the actual event. Troops must notify GSSOAZ of any changes to their plans as soon as possible. Please email changes to travel@girlscoutssoaz.org so that we can help ensure that the trip proceeds. Certain changes may affect the trip approval status.

Non-refundable reservations, purchases, and deposits

Consider if non-refundable deposits or reservations are required sooner than the council trip approval timelines. If so, troops should submit required travel approval forms and any additional requirements to GSSOAZ further in advance. Non-refundable deposits and reservations should never be placed prior to receiving trip approval from council. GSSOAZ is not responsible for any funds that are lost or forfeited if non-refundable deposits or reservations are made prior to trip approval.

Required Forms for Activity/Trip Participants

Form	Description
Incident Report Form	Always keep blank copies of this form on hand at all Girl Scout activities, just in case. Form should be completed and submitted to GSSOAZ in the event of an accident/incident that occurs during a Girl Scout activity.
Girl Health History Record	Includes health history and emergency medical authorization. An updated copy for each Girl Scout must be kept on hand during every Girl Scout meeting/activity/trip.
Adult Health History Record	An updated copy for each participating adult must be kept on hand during every Girl Scout meeting/activity/trip.
Caregiver Permission for Girl Scout Trip or Off-Site Activity	Form required for each Girl Scout (minor) attending any trip or off-site activity away from the troop's regular meeting place and time and kept on hand for the duration of the activity.
Permission to Travel Internationally with a Minor	Form required for each Girl Scout (minor) attending an international trip and must be kept on hand by trip coordinator for the duration of the trip.
Traveler Behavior Agreement - Girl	This agreement is for each Girl Scout and their caregiver to sign prior to an extended troop trip to state that they understand the expectations for the trip. May be used for other types of trips as well.
Traveler Behavior Agreement - Adult	This agreement is for each participating adult to sign prior to an extended troop trip to state that they understand the expectations for the trip. May be used for other types of trips as well.
Caregiver Permission for Sensitive Issues	It is advised to have a current, signed copy of this form on file for each Girl Scout (minor), effective for the Girl Scout membership year. Sensitive topics may arise at any time.
COVID-19 Waiver Form	A signed COVID-19 Waiver Form must be on file for each participant (youth and adult) for all overnight activities/trips.

Why travel with Girl Scouts?

The Foundational Girl Scout Experience, Traveler Style

In Girl Scouts, everything centers around the girl; activities are girl-led, which gives them opportunities to take on leadership roles and learn by doing in a cooperative environment. Through the Girl Scout Leadership Experience, girls Discover themselves and what they are passionate about, Connect with others, and Take Action to make the world a better place.

Through travel and preparation for travel, girls are given opportunities to lead and experience learning opportunities that reinforce the Girl Scout Leadership Experience in an unparalleled manner. Girls may:

- Earn badges in STEM, Outdoor, Life Skills and Entrepreneurship through the lens of a Traveler. For example, the Senior Traveler badge is an easy fit, but so are many badges—from Junior Eco Camper to Ambassador Photographer—be creative and adapt activities to incorporate your travel experiences!
- Patch programs can also be an exciting additional to the travel experience. A great example is GSUSA'S I'm a Girl Scout! patch program – girls looking to earn the Hispanic Heritage Month patch could research traditional cuisine and take a trip to a local international market or, for those with enough experience, back their bags for a visit to the Smithsonian Latino Center in Washington, DC – the opportunities are endless!
- Take part in a National Leadership Journey. All the Journeys are eligible. These fun and challenging experiences are grounded in a specific theme. The Journey adult guides provide insight into trips that will enhance the Journey and bring it to life, from Daisies to Ambassadors. Incorporating travel into girls' Journey is an amazing way to reinforce the lessons and add memorable experiences.

Whether you travel around the world or around the block, some of the most memorable moments in a Girl Scout's life happen while taking trips! Travel offers a wealth of opportunities for girls to develop practical life skills, confidence, independence and leadership skills.

Girl Scouts is a great place to learn how to plan and take trips because our travel model is built on a progression of activities and girl-led processes—one activity leads to the next, setting girls up for success. As girls grow in their travel skills and can better manage the planning process, they can progress to longer trips—even international ones!

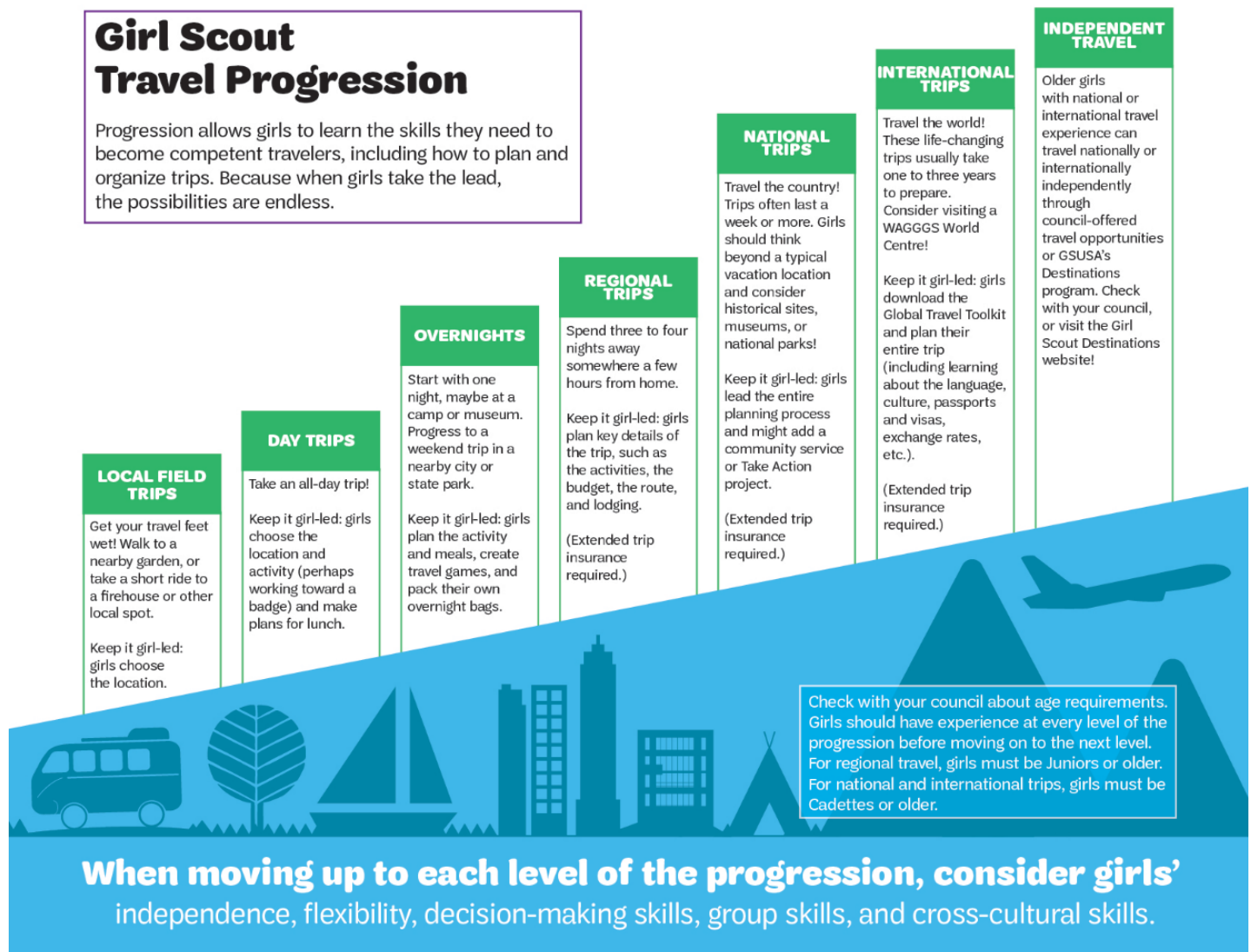


Travel Progression

Progression enables Girl Scouts to acquire the necessary skills to become competent leaders, fearless outdoor enthusiasts and adventurous travelers. Troops start at a baseline (What can we do now?) and practice the skills they need to get to the next level (What do we want to be able to do?). As Girl Scouts progress towards higher levels of complexity and difficulty, they'll also take on more and more responsibilities. Building on experience and skills through progressive experiences sets troops up for successful and rewarding experiences.

It's important to remember that progression is based more on the successful completion of trips of steadily increasing length, distance and complexity rather than the Girl Scouts' age levels alone. A Cadette troop that has not yet successfully completed several shorter overnight trips closer to home will not be prepared, progression-wise, for a multi-week international trip. Troops planning extended regional, domestic or international trips will be required to describe their progressive travel experience as part of the trip application process.

The graphic below illustrates the suggested travel progression for Girl Scouts. For more detailed information about recommended progression, refer to "Travel/Trips" in *Safety Activity Checkpoints*.



Travel Readiness

Troop Leaders should evaluate the readiness of the entire group for any activity or trip. A Girl Scout's readiness for a particular activity is not as dependent upon age as it is upon their physical and emotional maturity. Consider the least ready individual when deciding to proceed with an activity or trip; use progression to build readiness and work up to an activity. Use the Girl Scout Readiness Checklist on the next page as a guide.

When the request for a trip comes from the troop members, troop volunteers should be ready with these questions:

- What is the purpose of the trip?
- How well do we work together as a troop?
- Are we able and willing to do what is necessary to finance the trip?
- What about caregivers? Will they support the idea? Will we have the required number of willing and able chaperones?
- Does everyone in the troop think this is a good idea?
- Are the Girl Scouts in the troop the appropriate grade level(s) for this type of trip?
- Does the troop have sufficient experience according to travel progression to prepare them for the type of trip they want to go on?

The responses to these questions will be clues to the volunteers whether the proposed trip is a good match for the troop or if they should guide the members to other options that may be a better fit for the troop's age level, travel experience and readiness.

Adult Readiness

It's important to evaluate the adults' readiness as well as the youth members. Are YOU up for troop travel? Gauge your readiness by considering the following:

- What is your comfort level and experience with the proposed trip activities?
- Are any special skills or specific trainings required? How will these be obtained?
- Is the planning timeline realistic to adequately prepare for a safe and enjoyable trip?
- What are your expectations for the youth participants, adult chaperones and yourself?
- Do you have a support network of caregivers and troop volunteers?

Caregiver readiness is a factor when it comes to troop travel, too. To make complicated plans and raise funds, the troop will need caregiver support and "buy-in." Caregivers need to have clear communication throughout the planning and travel process. Be sure to communicate the mission and vision of the trip, how money will be managed, and specific transportation, safety and sleeping plans.

If a caregiver doesn't have confidence in their Girl Scout's ability to be independent, it can be very difficult to "let go." Be sure to provide progressive experiences that allow Girl Scouts to develop skills in a safe setting-and then share those successes with families.

If you notice that several caregivers are feeling uncomfortable with the idea, this may be a sign that you're attempting a plan that's a bit too ambitious! Take a good, honest look at the progression you have so far. Is your troop jumping ahead in its progression too fast?

Girl Scout Readiness Checklist

Emotional

- Wants to go
- Is not afraid to be away from home or caregivers
- Is willing to share space with others when playing, eating and sleeping
- Can manage with little to no privacy
- Can function as a member of a group
- Is flexible and can give in graciously to others' ideas
- Can cope with unknowns:
 - Strange places
 - Crowds
 - Different noises
 - Darkness

Physical

- Has stamina appropriate for the trip, does not tire easily
- Is strong enough to carry personal equipment
- Can safely physically participate in planned activities with or without appropriate accessibility accommodations—take note of any age, height or weight requirements for desired activities

Skills and Knowledge

- Can participate in all aspects of age appropriate trip planning
- Understands the Buddy System
- Able to perform tasks on a kapers chart
- Can read and follow written instructions
- Can use public transportation
- Can read and order from a menu
- Can handle money
- Able to care for herself—brush her teeth, comb her hair, etc.
- Knows her caregiver's phone number and can ask for help
- Can keep her personal belongings organized

Experience

- Has demonstrated the ability to follow order, instructions and directions successfully
- Has demonstrated a clear understanding of the need for safety procedures
- For trips beyond local field trips, has successfully completed several shorter trips closer to home, with increasing duration and/or distance, per the travel progression chart
- Has demonstrated (practiced) in troop meetings the ability to pack and repack a duffel bag, etc. or other important basic tasks related to planned activity

*Note that this is a general list. Not all indicators will be applicable or necessary for every type of trip, or will look the same for different age levels. Readiness indicators for a short field trip will be different than those for an overnight camping trip or international travel.

Letting Girl Scouts Lead

Girl Scouts who help make decisions and plan their own activities tend to love their Girl Scout experiences more than those whose leaders do everything for them. They feel connected, valued and "heard." When leaders encourage youth members to make basic decisions and participate in planning, they establish a valuable foundation for Girl Scouts to make larger decisions and plan bigger activities in the future.

Letting Girl Scouts lead provides them opportunities to experience the three key processes that make up the Girl Scout Leadership Experience: **girl-led activities, learning by doing** and **cooperative learning**. Through these processes, Girl Scouts discover who they are, what they care about, and what their interests are, connect with others by collaborating locally and globally to learn and expand their horizons, and take action to make the world a better place.

As Girl Scouts plan a trip they will discover, connect and take action at every stage, from budgeting to traveling, whether the trip is to a local park, a camp or a foreign country. Girl Scouts make decisions and choices about what they do and how they do it.

Whether the trip is a day hike or a cross-country trek, the basic steps of trip planning are essentially the same. It's true that as the locale gets farther away and duration of the trip grows, the itinerary and details become more complex, but planning every trip starts by asking the following:

- What type of activities do we want to do?
- Where can we go to do those activities?
- What do we hope to experience?
- Who will we want to talk to and meet? What will we ask?
- When are we all available to go?
- Will everyone in the group be able to go?
- Are there physical barriers that cannot be accommodated?
- What are visiting hours and the need for advance reservations?
- What are our options for getting there?
- What's the least and most this trip could cost?
- What can we do now to get ourselves ready?
- How will we earn the money?
- What about food, water and snacks?
- What safety factors must we consider?

As the troop members answer these questions, they begin the trip-planning process. In time, youth members can make specific arrangements, attend to myriad details, create a budget and handle money and accept responsibility for their personal conduct and safety.

Girl-led planning can be a journey unto itself and you need to be patient through the process. Girl Scouts embraces inclusion; thus each member must have a chance to speak and everyone must learn to be a respectful listener. As Girl Scouts navigate the planning process, permit ample time for them to explore potential destinations, activities, accommodations and costs.

Progressive Girl-Led Planning

Girl Scouts of all ages have ideas of places they want to go. Like all aspects of Girl Scout activities, girl-led planning should be progressive. By building on experience and skills, Girl Scouts will eventually be able to research, plan, budget, earn money and put together an itinerary for their trips. When youth members step up and take ownership of their decisions, they grow into confident leaders who can make informed and empowered decisions—a valuable skill they’ll carry throughout their lives.

What does it look like to plan a trip while making it girl-led?

Girl Scout Daisies can decide where they’d like to go on a local field trip or day trip. Give them a few options and let them vote or encourage them to brainstorm a few ideas while guiding them to reach a decision. Daisies can make other simple choices related to the trip by choosing from options generated by troop volunteers. Adults are otherwise responsible for all aspects of trip planning.

Girl Scout Brownies can discuss activities they want to do, narrow down the list and vote. Ask girls for suggestions on where they can do their chosen activities. Adults should guide girls in choosing options that align with the troop's abilities and budget. Explain the budget to the girls. When given options, Brownies can make decisions about many aspects of their trip, such as whether they want to work toward earning a badge or where they’d like to stop for lunch. Adults are otherwise responsible for all other aspects of trip planning.

Girl Scout Juniors can research activities, plan simple meals, snacks and travel games and create a basic budget plan with adult guidance. Girls can review Safety Activity Checkpoints to guide them in their decision-making. They should be able to work together to create a packing list and pack their own bags. For experienced troops planning more advanced trips, girls may split into groups or “patrols” to work on planning specific aspects of the trip. Adults are responsible for guiding the girls through each step of the process, ensuring readiness and completing the trip application process.

Girl Scout Cadettes do most of the planning for their trips and may even be ready to lead the planning process for a national trip. Girls take the lead on planning activities, budget, money-earning and accommodations. They become familiar with Safety Activity Checkpoints, and check to see that all program standards are followed. With adults’ guidance, girls can contact facilities for more information, note all activities requiring special skills or certifications, and with the help of the leader, find professionals to fulfill these requirements. Girls may assist with compiling necessary information for GSSOAZ trip application process.

Girl Scout Seniors and Ambassadors are ready to plan their entire trip from start to finish. They usually have greater emotional, mental, and physical maturity and can benefit from planning and participating in travel that is more extensive. For advanced overnight or international trips, girls take an active role in planning the budget, destination, activities, and accommodations, as well as researching the smaller details like learning the language, culture, passport and visa requirements, exchange rates, etc. They should participate in the trip application process. Girls may almost benefit from sharing their experience and expertise with younger or less experienced groups. Adults provide support and guidance.

Where to Go

One of the most fun and important aspects of trip planning is deciding where to go. Whether your troop is planning a local field trip or a multi-week international trek, use the following ideas to spark discussion:

- Ask the Girl Scouts in your troop where they want to go!
- Determine the purpose of the trip
- What types of activities does your troop want to do? Where can you do those activities?
- Think about what trips and locations might relate to badges that your troop is interested in earning.
- Talk to other troops in your community to find out what destinations they recommend.

Need additional inspiration about activities to do and places to visit? Check out the ideas below:

- Check out GSSOAZ's [Program Providers](#), which are local organizations approved by GSSOAZ to offer events and activities based on the Girl Scout Leadership Experience.
- Explore trip opportunities through [Getaways](#), [International Events and Girl Scout WAGGGS sites](#), [Troop Treks](#), or council-sponsored trips through GSSOAZ or other Girl Scout councils across the country.
- Consider visiting a property owned and operated by a Girl Scout council in another area of the country.
- Want to include Girl Scout traditions in your trip? Look no further than the [Juliette Gordon Low Birthplace](#) in Savannah, Georgia!
- Visit <https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/Travel.html> for more ideas.

Who is Traveling?

Girl Scout Participants

All youth Girl Scouts participating in a troop trip are required to be current, registered members of GSUSA for the duration of the trip. They must meet age, program level, and progression requirements for the desired trip level, as outlined in this guide, as well as safety requirements for any planned activities as detailed in *Safety Activity Checkpoints*.

Age/Program Level Requirements

To help ensure the safety and success of travel experiences, troops **must** adhere to the following GSSOAZ requirements for each program age level:

Daisies may participate in Girl Scout activities and trips involving travel of **300 ground miles or less round-trip** within the continental United States. They may not cross Arizona state lines, with the exception of travel that is earned via the product program and council led. Daisies may participate in overnights; however, consider if additional caregiver support will be needed when planning trips for Daisies. One-on-one caregiver/Girl Scout overnights are encouraged at this age level.

Brownies may participate in Girl Scout activities and trips involving travel of **400 ground miles or less round-trip** within the continental United States. They may not cross Arizona state lines, with the exception of travel that is earned via the product program and council led. Consider if additional caregiver support will be needed when planning trips for Brownies. One-on-one caregiver/Girl Scout overnights are encouraged at this age level.

Juniors may participate in Girl Scout activities and trips involving travel of **700 ground miles or less round-trip** within the continental United States. They are permitted to cross Arizona state lines. Juniors bridging to Cadettes as part of a council sponsored bridging event* may participate in extended trips of three or more nights involving travel of 1,000 ground miles or less round-trip within the United States.

*Council sponsored events are not limited to GSSOAZ. For instance, Girl Scouts of Northern California offers a dynamic bridging program at the Golden Gate Bridge.

Cadettes, Seniors and Ambassadors may participate in trips of three or more nights with **unlimited travel miles** within the continental United States. International trips/travel outside of the continental United States are available to Cadettes, Seniors, and Ambassadors who have successfully participated in a progression of domestic overnight and extended trips in Girl Scouting, with the exception of travel that is earned via the product program and council led.

Adult Chaperones

For all troop activities and trips, a minimum of two (2) approved, unrelated adult volunteers, who do not live in the same household and at least one of whom is female must be present at all times. Certain age levels and/or activities require a greater volunteer to Girl Scout ratio. Troops must maintain proper safety ratios during all Girl Scout activities. Please refer to *Safety Activity Checkpoints* for volunteer to Girl Scout ratio information. Troops use the Outings, Activities, Travel and Camping ratios when planning field trips, overnights and travel.

Adult attendees participating in **any** of the following ways are required to be approved GSSOAZ volunteers (including a current membership registration with GSUSA and a current, eligible criminal background check on file with GSSOAZ):

- Attending an overnight trip/event/experience
- Chaperoning any type of troop trip
- Having direct oversight of Girl Scout members at any time
- Driving Girl Scout members, other than their own Girl Scout, to and/or from any Girl Scout activity or trip

Adult chaperones should have the ability and willingness to:

- Be a positive role model
- Respect all Girl Scouts and adults equally, with no preferential treatment
- Create a safe space for Girl Scouts
- Prioritize the safety of all Girl Scouts
- Handle pressure and stress by modeling flexibility and a sense of humor
- Create an experience for and with the youth Girl Scout members
- Getting fit and prepared (appropriate for the trip)
- Agree and abide by the Volunteer Code of Conduct, as well as any trip-specific agreements that the troop determine

Male Chaperones

Adult males who are registered Girl Scout members and approved volunteers are permitted to chaperone Girl Scout trips. All activities and trips must include at least one adult female chaperone who is unrelated to and does not live in the same household as the male chaperone. When male chaperones are part of the group, the following guidelines must be followed:

- Always support an all-girl atmosphere for sleeping quarters. It is not appropriate for males to sleep in the same space as girl members. Separate sleeping quarters should be designated for male attendees
- Separate bathroom facilities should be designated for male attendees.
- Men should not have to walk through the girls' sleeping quarters for entrance, exit or access to restrooms
- When male volunteers travel with girl members in vehicles during a trip, whether driving or riding as a passenger, an adult female volunteer (unrelated to the male) must be present in the vehicle at all times

In some circumstances, such as an overnight program in a museum or mall with hundreds of Girl Scouts, these type of accommodations may not be possible. In that case, men do not supervise girls in the sleeping area of the event and the adult volunteer-to-girl ratio is adjusted accordingly.

Tag-a-longs

Tag-a-longs are non-Girl Scout members, such as siblings, friends or non-registered adults. Tag-a-longs may not attend troop meetings, outings, field trips, travel, etc. unless the troop has decided that tag-a-longs may be included. In the case that the troop, through Girl Scout-led planning, has agreed to tag-a-long participation, then additional non-member activity insurance must be purchased to cover these individuals when participating in Girl Scout activities. In addition, the following rules *always* apply:

- All adults who will be in anyway responsible for Girl Scout members during a troop activity are required to be approved volunteers (current membership and approved background check)
- No tag-a-longs (youth or adult) may accompany an overnight experience
- Tag-a-longs follow the same rules as Girl Scouts regarding grade/age level requirements for participating in activities. Activity insurance will not cover individuals participating in activities for which they do not meet the grade/age level requirements
- Adult chaperones are present to supervise and support the Girl Scout members during troop activities. They may not also be responsible for supervising youth tag-a-longs, since this would also affect the volunteer to Girl Scout safety ratio. Youth tag-a-longs should have their separate group with a designated adult volunteers(s)
- Troop funds may not be used to cover activity costs for tag-a-longs

Family Trips

Girl Scout programming is intended for youth Girl Scout members, under the supervision of approved adult volunteers. This design facilitates the Girl Scout Leadership Experience. Troop trips are considered Girl Scout programming and must follow the same guidelines to receive approval. For this reason, overnight family trips are not permitted. Troops should follow the “Adult-to-Girl Ratios for Outings, Activities, Camping and Travel” and stick to these numbers, unless specific activities require a stricter ratio.*

*Per travel progression, Daisies and Brownies are permitted and encouraged to participate in troop travel, especially overnight experiences, with a one-to-one ratio of caregiver-to-Girl Scout. For example, troops may plan a “My Gal and Me” or a “My Guy and Me” overnight activity where each Girl Scout attends with an adult relative or caregiver. Note that all adults are required to have a current Girl Scout membership and approved criminal background check to attend.

Family activities

While overnight troop travel may not include family trips, troops may at times plan other activities that Girl Scouts’ families may be invited to. In order to qualify as a family event the following conditions must be followed:

- The event must be advertised as such and all families are invited
- The activity must be age appropriate for all attending, including tag-a-longs
- For Girl Scouts who do not have family attending there must be enough adults (registered, approved volunteers) to fulfill safety ratios. These adults cannot be responsible for any other children (tag-a-longs)
- Insurance must be purchased for all non-registered children and adults (tag-a-longs)

Financing Troop Trips and Travel

One of the benefits to trip planning is that Girl Scouts will learn how to budget money and have the satisfaction of knowing they have earned their own money to pay for the trip.

After your troop has determined where they want to go and what they want to do, it's time to work together to determine the following:

- How much money will it take to go on the trip in total and per participant?
- How much money does the troop currently have in the troop bank account? Based on current troop goals and financial plans, how much existing funds may be allotted to the trip?
- How will any additional funds be earned? How long will it take us?
- Will caregivers need to contribute any out of pocket costs? Is this feasible? Are all caregivers in agreement?
- When must money be paid for admission tickets, hotels, airlines or other reservations?
- What will we do if we don't have enough money/don't reach our financial goals in time?
- What will happen if a member leaves the troop or a new member joins before the trip?

Troop money: Money earned through troop money earning activities, including the council-sponsored Cookie Program and the Fall Product Program. Troops that participate in both council-sponsored product programs may submit an application to participate in additional money earning activities organized by the troop. Written approval from GSSOAZ is required. Monies earned through troop money earning activities are the property of the troop, not individual Girl Scouts. For more information, see "Troop Finances" in *Volunteer Essentials*.

Troop money may only be used to cover the trip expenses for all approved youth Girl Scout members as well as the designated adult chaperones up to the total number required per the girl/adult safety ratio in Safety Activity Checkpoints. Troop money may not be used to cover the trip expenses of the following:

- Any additional adults attending the trip beyond the total required number per the girl/adult safety ratio in Safety Activity Checkpoints
- Tag-a-long – Minor aged individuals who are not Girl Scout members and/or are not of the appropriate age or program level to participate in the trip or designated activity per Safety Activity Checkpoints

Family/caregiver contributions: Money paid by the families/caregivers of the girls. This money is refundable to the Girl Scout's family *if* no expenses have yet been incurred, should the Girl Scout decide to not go on the trip. It's recommended to ask families/caregivers how much they are willing and able to comfortably contribute in a confidential, private manner. For any trip plans involving family contributions, a detailed financial agreement including the total amount due, when it will be due, what costs it will cover, and any additional details or stipulations must be created and signed, initialed and dated by the troop leader and each caregiver. All monies given to the troop leader must be receipted and deposited into the troop bank account.

Budgeting for Troop Trips

Creating a budget plan

Troops should work together, with youth members engaging in age-appropriate ways, to complete a budget plan for the trip.

While some costs may change along the way, your initial trip budget should be as complete as possible. Don't forget these commonly missed items:

- Activity fees
- Snacks
- Gratuities
- Travel around your destination
- Travel to and from the airport
- Airport charges (baggage fees, etc.)
- Emergency/contingency fund

Troop funds may **only** be used to cover trip costs for registered youth Girl Scout members and the designated number of approved adult volunteers acting as chaperones per the "Adult-to-Girl Scout Ratios for Outings, Activities, Camping and Travel" listed in *Safety Activity Checkpoints*. Permission to use troop funds to pay for adult and/or tag-a-long expenses beyond the number of adults required to fulfill safety ratios is not proper protocol for troop proceeds and is not permitted.

Use the troop trip budget form found on the following page as a guide. Some fields may not be applicable for all trips and that's OK. While a budget plan must be submitted to GSSOAZ as part of the application process for extended and international trips, writing out a budget plan is helpful for troops planning any type of trip.

Contingency fund

Every trip budget needs a contingency fund. This should be built into the budget with money provided by troop funds or by caregivers, with the understanding it will be returned if not used. The contingency fund is used if transportation breaks down, if planned accommodations turn out to be unsuitable, or if the weather is unseasonable and activities must be changed, even if already paid for. Sometimes full or partial refunds can be obtained after the trip is over, but meanwhile the troop needs money to continue!

The actual amount of the contingency fund will vary depending on trip destination and duration, as well as specific activities planned. Troops may want to consider allowing \$5 a head for a short local trip, \$50 a head for a long trip, or adding five or ten percent to the total budget. Regardless of the method you choose, the amount is separate from the sum added for mis-estimation or inflation.

Tip: It's good practice to plan trips that will take no more than two years to budget and earn all necessary funds for. Spending more than two years earning funds for a trip may put too much focus on the money earning and detract from the fun and leadership development experiences of the trip itself. For trips that will take longer than two years to plan and finance, make sure everyone is in agreement.



Troop Trip Budget Worksheet

This form may be used to create a budget outline for any type of trip. A budget outline is required as part of the approval process for extended and international trips. Troops have the option to upload a completed copy of this budget form in lieu of completing the electronic budget section on the approval form.

EXPENSES

Food

_____ days X \$ _____ per breakfast X _____ (_____ Girls + _____ Adults) = \$ _____
 _____ days X \$ _____ per lunch X _____ (_____ Girls + _____ Adults) = \$ _____
 _____ days X \$ _____ per supper X _____ (_____ Girls + _____ Adults) = \$ _____
 _____ days X \$ _____ per snack X _____ (_____ Girls + _____ Adults) = \$ _____
Total Food Cost = \$ _____

Lodging

1st location _____ nights X \$ _____ per room X _____ rooms = \$ _____
 2nd location _____ nights X \$ _____ per room X _____ rooms = \$ _____
 3rd location _____ nights X \$ _____ per room X _____ rooms = \$ _____
Total Lodging Cost = \$ _____

Travel

Air, Charter Bus, or Train: \$ _____ per person X _____ # Girls + Adults = \$ _____
 Rental Car: \$ _____ per day X _____ Days X _____ Cars = \$ _____
 Gasoline: \$ _____ per mile X _____ miles X _____ Cars = \$ _____
 Other _____ \$ _____ per _____ X _____ = \$ _____
Total Travel Cost = \$ _____

Program activities (add additional sheet if necessary)

Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
 Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
 Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
 Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
 Date _____ activity/entry fee #1 \$ _____ + activity/entry fee #2 \$ _____ = \$ _____
Total Activity Cost = \$ _____

Insurance

Additional Girl Scout Activity Insurance is \$0.29 per person/per day for domestic trips of 3+ nights and \$1.17 per person/per day for international trips.

_____ # Girl Scouts + Adults X _____ # of days X _____ cost of plan per person = \$ _____
 For non-overnight activities/trips in which non-members will be participating, non-member activity insurance is required. The cost is \$0.11 per person per day.
 _____ # Non-members X _____ # of days X \$0.11 = \$ _____
 Other Insurance Costs (travel, cancellation, rental vehicle, etc.): = \$ _____
Total Insurance Cost = \$ _____

Equipment rental (i.e. bicycles, canoes, etc.)

_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
_____	_____	X _____ days	X	\$ _____	Per _____	= \$ _____
Total equipment cost						= \$ _____

Supplies and miscellaneous costs (first aid supplies, etc.)

_____	= \$ _____
_____	= \$ _____
_____	= \$ _____
_____	= _____
\$ _____	Total supplies and miscellaneous costs = \$ _____

Add Total Expenses	
Food	
Lodging	
Travel	
Program activities	
Insurance	
Equipment rental	
Supplies/Miscellaneous	
Emergency fund (plan for at least 10% of total expenses)	
Total expenses:	

INCOME (Over 1, 2, 3, or 4 years)

Troop dues	\$ _____ X _____ years	= \$ _____
Cookie sale earnings	\$ _____ X _____ years	= \$ _____
Fall Product earnings	\$ _____ X _____ years	= \$ _____
Troop Money-Earning Project #1 _____	(Year # _____)	= \$ _____
Troop Money-Earning Project #2 _____	(Year # _____)	= \$ _____
Troop Money-Earning Project #3 _____	(Year # _____)	= \$ _____
Other: _____		= \$ _____
Parents/Guardians (discussed with or agreed upon with parents/guardians)*		= \$ _____
Girls' Contributions (varies)*		= \$ _____
Total income		= \$ _____

** Should not exceed 1/3 of the cost per person for the trip.*

Plans for extra funds or how the difference in funds will be earned:

Planning for Safety and Inclusion

The most important factor in having a safe and successful outing is good planning. When Girl Scouts have been included in the planning, they will take the responsibility for enforcing safety procedures. The leader needs to guide the group to ensure that the plans are appropriate to the participants' experience and skill level. Part of the planning process is to learn and practice the basic skills that participants will need to carry out the trip.

One of the first steps in planning any activity or trip is to review the following:

- ***Volunteer Essentials*** – Think of Volunteer Essentials as your encyclopedia to Girl Scout volunteering. It includes basic policy and procedure information, health and safety guidelines, and information about Girl Scout basics, volunteer tips, Girl Scout activity resources and traditions, and ideas for ways to engage girls.
- ***Safety Activity Checkpoints [SAC]*** – Provides the standard safety guidelines for Girl Scouts of the United States of America [GSUSA] and Girl Scouts of Southern Arizona [GSSOAZ] approved activities.
 - In the “*Introduction: Standard Safety Guidelines*” section, you will find standard safety guidelines, by topic, which apply to all Girl Scout activities. Troop leaders and co-leaders should read and become familiar with all topics in this section
 - Each specific activity (e.g., swimming, backpacking, travel/trips) has its own safety checkpoints, which provide information on how to prepare for the activity, where to safely do the activity, how to include Girl Scouts with disabilities, required gear, specific steps to follow on the day of the activity, and more
 - Standard Safety Guidelines are to be used in conjunction with the specific activity's safety checkpoints to ensure a safe and positive experience for Girl Scout members. The intent of providing these standard safety guidelines is to establish a checklist for success and to foster confident leadership
 - Be sure to share applicable safety checkpoints with other volunteers, parents, and Girl Scouts (as grade-level appropriate) before engaging in activities
 - It's best practice to review SAC again just before travel and to consult them any time plans change

Preparing for activities

How can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What's safe in one circumstance, may not be safe in another. An incoming storm, for example, might force you to reassess or discontinue an activity. If you are uncertain about the safety of an activity, contact travel@girlscoutsoaz.org with full details and don't proceed without approval. Err on the side of caution and make the safety of your Girl Scouts the most important consideration.

Activities requiring council approval

Some activities are allowed only with written council approval. These activities are indicated in *Safety Activity Checkpoints*. Please complete the appropriate activity/trip application form according to your trip level and council staff will respond within two weeks.

High risk activities

Certain activities have been rated by Girl Scouts' national insurance company as high risk. High risk activities are those that, if practiced unsafely or in an unsafe environment, could cause serious injury or death to a participant, could require crisis communication if an injury occurs, or if not handled appropriately could negatively impact the Girl Scout reputation or brand. High risk activities require prior written council approval before participation. These activities are indicated in the "Activities at a Glance" chart in *Safety Activity Checkpoints*.

Note that high risk activities often involve additional safety requirements, such as age restrictions, increased volunteer-to-girl ratios, proof of liability insurance, specific certification, and/or special safety equipment or gear, all of which will be listed in the specific safety checkpoints for a particular activity. This may require contacting potential vendors, facilities and instructors ahead of time to verify that all safety requirements are met. The trip leader and/or troop leader is responsible for gathering necessary information and for ensuring that all safety requirements are met before and during the activity.

All high risk activities require approval by GSSOAZ before participation. Please refer to the application timeline chart on page 1 of this guide for further information regarding requirements and timelines.

Activities not listed in Safety Activity Checkpoints

In an exciting, learning-by-doing environment like Girl Scouting, it's only natural that troops will sometimes want to take part in activities not listed in Safety Activity Checkpoints. If your troop is interested in an activity that is not listed in Safety Activity Checkpoints and is not on the list of activities that are not permitted, please contact travel@girlscoutsssoaz.org **before** making any definite plans.

Understanding which activities are not allowed

In the interest of protecting the safety of Girl Scout members, certain activities are not permitted as part of Girl Scouting. For detailed information as well as the most up-to-date list of activities, refer to "Understanding Which Activities Are Not Permitted" in *Safety Activity Checkpoints* for more information.

Experts

The safety checkpoints for many activities require having an expert on hand to help Girl Scout members learn an activity. Some things to keep in mind:

- **Does the person have documented training and experience?** They should have documented experience for the activity in question, such as course completion certificates or cards, records of previous training to instruct the activity and letters of reference. The expert's training, certifications, and experience should mirror those outlined in the Safety Activity Checkpoints
- **What do they need to be able to do?** This person should have the knowledge and experience to make appropriate judgments concerning participants, equipment, facilities, safety considerations, supervision, and procedures for the activity. At the very least, this person should be able to give clear instructions to girls and adults, troubleshoot unexpected scenarios and respond appropriately in an emergency.

For more details and information, refer to "Instructor Credibility" under "Introduction: Standard Safety Guidelines" in *Safety Activity Checkpoints*.

Contracts

As part of the trip planning process, troops might encounter contracts that need to be signed. Some common contracts include facility rental, chartered vehicle services or equipment rental agreements. Volunteers may not sign contracts. Contracts must be signed by an authorized GSSOAZ staff person. An activity/trip application form must be completed before a contract may be submitted for review. While we do our best to approve contracts, safety is always our top priority and we cannot guarantee that all contracts will be approved for signature.

Including Girl Scout members with disabilities

Talk to Girl Scout members with disabilities and their caregivers. Ask about needs and accommodations. Always be sure to contact the location(s) and/or the instructor(s) for your trips and activities in advance to ensure they are able to accommodate those with disabilities. Consider the following helpful tips:

- Look at the safety checkpoints specific to your planned activities for suggestions and resources for safely including members of all abilities
- Check out helpful online resources, such as [Open Doors](#)
- Identify well ahead of time any accommodations that may be needed for all Girl Scouts to fully participate
- If wheelchair access is a necessity, remember to consider every aspect of your trip: transportation, stops en route, access to lodging, meals and restroom facilities and any activities you plan to do or sites you plan to visit
- If you're visiting public places (museums, state or national parks, historic landmarks, etc.), call ahead to arrange for special accommodations. Under the Americans with Disabilities Act, a public place must make their services, as well as facilities, accessible. Tell them if you will need a sign language interpreter, audio assisted listening or amplifying devices, braille or large print materials, etc. Check with the Girl Scout and/or her caregivers for the types of assistance they might need and how to request services. (It helps to know the correct name for things!)
- Provide adequate supervision to meet the needs of all the Girl Scouts in your group. Know which ones may need reminders or more time to complete personal care needs and build extra time into your schedule to accommodate
- When applicable, ensure that the Girl Scout and/or adult chaperones know how to care and operate any adaptive equipment
- When applicable, ensure that the appropriate adult chaperone has been educated on how to administer any special medications, meal requirements, etc.

Equity

In addition to physical and social-emotional disabilities, consider the history, culture and past experiences of the Girl Scout members in your troop that could affect their ability to equally participate in an activity. Work with members and families to understand how an activity is perceived. Ensure that all Girl Scout members and their families feel comfortable and have access to whatever is needed to fully participate, such as proper equipment, prior experiences and the skills needed to enjoy the activity.

Emergency contacts

Designate two adults to act as emergency contacts for your trip – one who is not attending the trip and will stay close to home and one who is attending the trip.

An at-home emergency contact person must be established for every trip. This person is someone who will not be attending the trip, plans to stay close to home for the duration of the trip and is easily reachable. Leave them a copy of your travel binder with the following information:

- All participant's names, phone numbers, emergency contact, and other vital information
- Complete itinerary, including dates and times of trip, contact numbers for hotels, campgrounds and attractions you plan to visit
- Travel information, including your planned route, basic vehicle information, flight numbers (if applicable), etc.
- Copy of troop's phone tree (if applicable). A phone tree is a system for contacting a large number of people quickly. Each person called phones the number of other designated people according to a prearranged plan
- GSSOAZ emergency procedures and emergency contact information

Be sure to notify your at-home emergency contact right away if there are any changes to plans.

Troops are required to identify their at-home emergency contact person on their trip application. If this person changes after the application is submitted, leaders are responsible for ensuring that GSSOAZ is notified and sent updated information with the new emergency contact person's details.

Troops should also designate an adult who is attending the trip as an "on-trip" emergency contact. They should be provided with the same information provided to the at-home contact and keep it with them throughout the trip. They may act as the main point of contact if there is a situation that requires communication with the at-home emergency contact and will be responsible for informing the at-home contact to any change in plans that might occur along the way.

Emergency Action Plan

Keeping to the Girl Scout motto, "Be Prepared," proper preparation is the key to success. An important thing to consider before taking Girl Scout members on a trip or to an activity, is an Emergency Action Plan (EAP). Volunteers can review their troop's EAP with girls as a learning experience for them, to the extent it makes sense according to their age and maturity.

For the adult volunteer, it is important to think about and document an EAP for troop meetings and activities to ensure you are prepared in the event of an accident or injury. When creating an EAP, think through scenarios of what can go wrong, such as physical injury, severe weather, fire, intruder, missing person or sudden illness.

Create an emergency plan for your trip. Review it with all Girl Scouts, caregivers, adult chaperones, and emergency contacts prior to departure.

For detailed information about planning for safety and creating an effective emergency action plan, refer to "Introduction: Standard Safety Guidelines" of *Safety Activity Checkpoints*.

Accident/Incident Reporting

If an emergency occurs during a Girl Scout troop meeting, activity, etc., Girl Scout volunteers must follow the GSSOAZ Emergency Action Plan. These procedures ensure safety is the number one concern in any emergency. Volunteers are guided to seek help and report the incident efficiently and effectively.

GSSOAZ Emergency Action Plan

1. Administer first aid
2. Call for appropriate help (911, police, fire, and/or medical)
3. Move non-injured people away from the scene (as appropriate)
4. Do not permit anyone to disturb victim or surroundings until an appropriate authority assumes responsibility
5. Ensure a responsible adult stays on the scene
6. Speak only to the police or other appropriate authorities
7. Always notify police about motor vehicle accidents, serious accidents or fatalities
8. Do not discuss the incident, release names, place or accept any blame or acknowledge liability
9. Refer media inquiries to the GSSOAZ Council office by saying “Please contact Girl Scouts of Southern Arizona for more information.”
10. Within 24 hours, submit an *Incident Report Form* to Girl Scouts of Southern Arizona (email to troopsupport@girlscoutssouz.org)

GSSOAZ Emergency Card



All adult chaperones should carry a copy of the GSSOAZ Emergency Card on them at all times during a troop activity or trip.

Transportation

For all safety guidelines related to the transportation of Girl Scouts, refer to “Transporting Girl Scouts” in Safety Activity Checkpoints.

How families decide to transport Girl Scouts between their homes and Girl Scout meeting places is each caregiver’s individual decision and responsibility. When troops or members are traveling together as a group to, from, or during a Girl Scout activity or trip, the following guidelines must be followed.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats and chartered flights.

For planned Girl Scout field trips and other activities in which a group will be transported in private vehicles, arrange qualified drivers and ensure:

- Every driver must be a registered, background checked member of Girl Scouts (approved adult volunteer) at least 21 years old, have a safe driving record, a valid license, a registered/insured vehicle and meets council standards and policies for driving and transporting girls
- Girl Scout youth members never drive other members to, from, or during activities or field trips
- If a group is traveling in one vehicle, there must be at least two unrelated, registered background checked members (approved adult volunteers) in the vehicle, one of whom is female
- If a group is traveling in more than one vehicle, the entire group must still mirror the single vehicle rules—every driver must be a registered, background checked member (approved adult volunteer) at least 21 years old, have a safe driving record, a valid license, a registered/insured vehicle and meets council standards and policies for driving and transporting girls. Each vehicle must consist of at least two unrelated, registered background checked members (approved adult volunteers), one of whom is female
 - Vehicles are often separated for long distances on the road
 - Adults are never alone with Girl Scouts

Plan for safe driving

- Review and implement the standards in the Checklist for Drivers, later in this section
- Share the Checklist for Drivers with all drivers in advance
- Build possible delays into your schedule. Allowing time for traffic or other delays will help prevent urgency and stress, which can be dangerous when driving
- Provide directions for each vehicle
- For driving trips of more than a few hours, plan a stop where all cars can meet and gather. This will avoid having drivers follow too closely or worry about being separated from the group
- Anticipate stops every couple of hours for drivers to rest and refresh. Let drivers know they can stop more often, if needed
- Arrange for relief drivers if drive time will last six hours or more
- In each vehicle, there should be a first aid kit, and the permission and health history forms for each person in that car

Borrowing or renting vehicles.

When borrowing or renting vehicles, drivers may rent cars or minivans in their own names without council staff signature after their activity/trip application has been approved. Rent from a nationally recognized agency. To avoid surprises, read rental agreements to be familiar with the terms of the agreement and to be sure you comply with the terms. For example, in many cases the minimum age of drivers is 25, and the maximum age is often under 70.

Make sure the car is adequately insured; consult the driver's auto insurance company. Know that, as the renter, you are responsible for all damage to or loss of the rented vehicle(s). GSSOAZ insurance does not cover any damage or accident in rented vehicles. We strongly recommend accepting the insurance offered through the rental agency. Be sure the vehicle is used only for Girl Scout purposes, as non-related use can compromise coverage.

Recreational vehicles, campers, and trailers, whether privately owned or rented, may be used if the driver has the appropriate training and license for the vehicle. Passengers must use seat belts when the vehicle is in motion and may not ride in a trailer or in the bed of a truck.

Vans designed for 15 passengers

Volunteers are not encouraged to operate 15 passenger vans as the design of the vehicles makes them inherently unsafe for the average non-professional driver. For atypical circumstances, when another option is impossible, make sure to follow this checklist before driving Girl Scout members in a van designed for 15 passengers:

- Prior council approval must be obtained
- The van was built in 2013 or later
- Driver assistance technology has been installed
- Insurance is valid. Check with the auto insurance company to confirm
- All other safety measures are in place; see the [Checklist for Drivers](#).
- No gear is loaded on top, or heavy gear in the back of the van
- **Occupancy:** Never allow more than 15 people to ride in a 15-passenger van. Fill the seats from front to back: when the van is not full, passengers should sit in seats that are in front of the rear axle
- **Cargo:** Cargo should be placed forward of the rear axle; avoid overloading the van or placing any loads on the roof. See the vehicle owner's manual for maximum weight of passengers and cargo and to determine towing capability

These rules do not apply to commercial or professionally operated services such as airport shuttles. Professionally operated commercial vans designed for 15 passengers are permitted.

Chartered vehicles such as buses, are contracted, usually with the driver or operator, for a group's exclusive use. Volunteers may not sign contracts for charters, even if there is no cost. All contracts and agreements must be signed by GSSOAZ. Contact GSSOAZ at travel@girlscoutssoaz.org to request approval and signature.

Public transportation also referred to as commercial or common-carrier transportation, includes trains, subways, buses, ferries and airlines. In the United States, these are regulated and can be considered safe, which makes it preferable to chartered vehicles, but this mode of transportation is not without challenges.

The biggest challenge with any public transportation is staying together as a group, so be sure everyone has directions and a map, and always designate a meet-up area if anyone becomes separated. Girl Scouts also need to stay vigilant for criminals, both those who might do them bodily harm and those who are interested in stealing their money, jewelry and electronic devices.

Youth members can compare fares and schedules and make decisions with adult support. If Girl Scouts are prepared for their exciting journeys on public transportation, they will have an adventure that they will remember for years.

Troops traveling by air will be required to provide GSSOAZ with their flight information as part of the trip application process.

When traveling internationally, consider the transportation options available in the host country and determine safety and accessibility specific to the location.

Taxis and ride sharing services, including Uber and Lyft, may be used with these guidelines:

- An adult should ride in each vehicle with Girl Scout members when multiple vehicles are being used
- Wait for your ride in a safe place. For taxis, when possible, call (or ask your hotel to call), rather than hailing from the street. Use a taxi stand at airports. Stand away from traffic while waiting
- For taxis, check that the taxi is appropriately marked
- For ride-sharing services:
 - Check that the vehicle's license plate, make and model match what is shown in the app
 - Compare the app's photo with the driver. Ask for their name and be sure it matches the app
 - Ask, "who are you here to pick up?" They should have your first name, but no other information about you
- If you feel uncomfortable for any reason, do not get in the vehicle. If you become uncomfortable, end the ride. Report your experience to the taxi service or ride-sharing app
- Send your in-town trip contact the name of the driver and your destination. Most apps have a sharing feature for this purpose
- Do not share information about the group or where you are staying to any strangers
- Each passenger must wear a seat belt
- Enter and exit curbside
- In foreign countries, consult a local expert about how best to call for taxis or rides. Reputable practices vary

Driver Checklist

When driving a car, RV or camper, take the following precautions and ask all other drivers to do the same:

- Ensure all drivers are volunteers at least 21 years old
- Only adult volunteers transport Girl Scout members
- Never transport Girl Scout members in flatbed or panel trucks, in the bed of a pickup or in a camper-trailer
- Keep directions and a road map in the car, along with a first aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns and fluid levels before each trip, and recheck them periodically on long trips
- Load gear appropriately. Heavy objects and luggage can affect vehicle stability and handling. Avoid overloading, especially on the top or back of any vehicle
- Keep all necessary papers up to date including, but not limited to, your driver's license, vehicle registration, any state of local inspections, and insurance coverage
- Wear seat belts and insist that all passengers do the same. Each person must have their own, fixed seatbelt
- Girl Scout members under 12 must ride in the back seats. Use car seats and boosters as required by your state.
- Follow the best driving safety practices:
 - Keep at least a two-car-length distance between you and the car ahead of you
 - Do not talk or text on a cell phone or other device
 - Do not use ear buds or headphones
 - Turn your lights on when your windshield wipers are on
- Know what to do in case of breakdown or accident. It is smart to have reflectors, a flashlight, a few tools and a good spare tire
- Take time to familiarize yourself with any new or rented vehicle
- Take a break when you need it. The volunteer in charge of your trip will plan occasional stops, but it is ok to pull over to a safe place whenever you are too tired to continue. Relief drivers are planned for long drives
- Do NOT drive when you are tired or taking medication that makes you drowsy
- Keep a folder for each car that will be transporting participants and include the following:
 - Activity permission form for each Girl Scout
 - Health history forms (for youth and adults in vehicle)
 - GSSOAZ Emergency Card
 - Blank copies of accident/injury report form
 - Troop roster with phone numbers of other drivers and emergency contacts
 - Trip itinerary
 - Contact information for accommodations and/or destination

Overnight Accommodations

Girl Scout groups may stay in a variety of overnight accommodations. Choose accommodations wisely. Evaluate all options with a view to safety, cost, amenities, distance to planned sights or transportation, privacy, parking and insurance.

Consider the following when seeking accommodations:

- Girl Scout [camps](#) and facilities or [WAGGGS World Centers](#)
- National, state, or local campgrounds, many of which offer cabins to rent. Try [reserveamerica.com](#)
- Hostels. [HI USA](#) offers Girl Scout ready hostels in the U.S.
- Hotels. Consider suites and adjoining rooms to enhance supervision

The following requirements must be followed when determining sleeping accommodations:

- **Adults are not required to sleep in the same space** (i.e. hotel room) as girls; if they do, there should be at least two unrelated female adults in the room
- **Each participant has her own bed.** Parent/guardian permission must be obtained if girls are to share a bed
- **Reduce the likelihood of spreading illness by keeping beds six feet apart, and/or sleeping head-to-toe, when possible**
- **Girls and adults do not share a bed.** However, exceptions may be made for same-gender family members, such as for mothers and daughters
- **Males should not sleep in the same space as girl members.** An exception is made for family members during events such as parent-daughter or family overnights where one family may sleep together in an area specifically designated to accommodate families. If possible, men should have their own designated bathroom. If a unisex bathroom is used, the door must have a working lock, or a system for notifying others that the bathroom is in use. This system should be reviewed and understood by all girls and adults. When traveling or camping, men should not have to walk through the girls' sleeping area to get to the bathroom. Men must stay in a tent or a cabin that is separate from the girls or women

The following helpful guidelines are also suggested:

- Girls of leaders or other adult chaperones should be staying in the same quarters as the other girls and should not be staying in the same areas as the adults
- It is recommended that troops progress from staying in hotels to cabins to tent camping. Make sure that you have all reservations booked before arriving
- Discuss sleeping and bathroom arrangements well in advance to make sure Girl Scouts, their caregivers and adult chaperones all feel comfortable

Overnights in private residences

For overnight accommodations that take place in private residences or on private property, such as in a troop volunteer's home, backyard, or family vacation home, all guidelines listed under "Can we meet in a private home" in the "Troop Meeting Space" section of *Safety Activity Checkpoints* must be followed. Overnights can only take place on private property or in homes if a [Permission to Meet in Private Residence Application and Approval form](#) has been submitted and approved by council.

Airbnb, VRBO, and HomeAway

These are permitted; however, because these are privately owned properties, it can be difficult to qualify safety and credibility. For these reasons, additional steps for Airbnb, VRBO and Homeaway are required. Confirm the following ahead of time:

- The rental is for exclusive use of the home. No other renters will have access to the home during the rental period
- The space has smoke alarms, carbon monoxide detectors, and fire extinguishers (these are noted as amenities on booking sites)
- The home and host have substantial, positive visitor reviews. Do not book places with negative, few, or no reviews. Look for Superhost status on Airbnb
- The liability insurance from the host covers premises for commercial use, with a minimum of one million dollars General Liability insurance
- Check the host's profile or identity verification. You may be asked to do the same, as a renter
- The local host or manager contact info is available for immediate needs. Share this information with an in-town contact (a person not on the trip)
- Check state laws to see if Airbnb, VRBO, and Homeaway are mandated to meet hotel laws and standards so that you know there is an extra layer of protection

GSSOAZ may ask troops to provide information on their specific Airbnb, VRBO or HomeAway accommodations to verify that the above conditions are met.

Check accommodations on arrival.

No matter what accommodations you book, inspect premises with the group immediately on arrival. Let the front desk or host know if you find any deficiencies. Maintain a budget margin so that you can move to another location if you find a property unsafe. Here are several points to check upon arrival:

- All points of entry are secure and lockable
- Stairs or fire escapes are identified and shown to girls
- Evacuation routes are clear and known to all
- Basic safety systems are in place, as appropriate to the type of building and according to building codes in the jurisdiction, such as a fire extinguisher and smoke alarm
- Location of local emergency services and how to reach them
- Confirm any communication services (mobile carrier, Wi-Fi) are running and reliable

Activity Accident Insurance

Activity accident insurance is supplemental health insurance that protects registered Girl Scout members. Registered members are automatically covered under activity accident insurance (Basic Plan) when participating in all Girl Scout events and activities including trips that involve two (or less) overnight stays.

Important: The Basic Plan does not cover trips of more than two overnight stays. Trips that are three overnights or more are not covered under automatic activity accident insurance. Also, non-members are not automatically covered persons and international trips are not automatically covered trips. Additional activity accident insurance must be individually purchased for coverage under these scenarios. In simple terms, *you will need to purchase extra activity accident insurance for outings and events that:*

- involve three or more overnight stays,
- take place outside U.S. territory, or
- include non-members, such as siblings and friends

View the activity insurance chart on the following page for more information about each of the insurance plans.

Purchasing additional activity insurance

1. Submit the appropriate special activity/troop travel application for your planned activity/trip if you have not done so already (See chart on following page)
2. Go [HERE](#) to submit the application for the specific insurance plan needed for your trip/activity and the additional insurance payment authorization form, no later than 30 days before insurance is needed
3. Upon receiving your submission, GSSOAZ will review the details and will proceed with facilitating the purchase of the insurance through our council's Mutual of Omaha portal
4. Troop Leaders will be sent a Mutual of Omaha statement for the records via email from GSSOAZ

Filing an insurance claim

1. Complete an Incident Report form and submit it to GSSOAZ within five (5) days of the accident or injury (email form to travel@girlscoutssoaz.org)
2. Email travel@girlscoutssoaz.org to request a Mutual of Omaha insurance claim form.
3. Submit completed insurance claim form along with additional required documents to council (Note: Itemized bills complete with diagnosis, date(s) and procedure code(s) are required)
4. Council staff will review insurance claim form before submitting claim to Mutual of Omaha.]

Activity Insurance Overview

Insurance Plan	Type of Coverage	Who is covered?	Cost	Length of Activity	Description of Coverage
Plan 1 (Basic)	Basic accident protection for approved, supervised Girl Scout activities.	Registered members of Girl Scouts (youth and adults)	Automatically covered as part of the annual membership fee.	Lasting 2 consecutive nights or less (3 if including a federal holiday)	Description of Coverage
Plan 2	Basic accident protection for any approved, supervised Girl Scout activities. Identical coverage to Plan 1, but must be purchased through GSSOAZ and may cover participating non-members. Required for <i>any</i> activity that includes non-member participants and does not exceed 2 consecutive nights.	All participants (Girl Scout members and non-members). Participating non-member youth must be at least 5 years of age and meet age level requirements for designated activity.	\$0.11 per participant per calendar day *\$5.00 minimum enrollment	Lasting 2 consecutive nights or less (3 if including a federal holiday)	Description of Coverage
Plan 3P	Accident and sickness protection for approved, supervised Girl Scout activities. Covers accident and sickness benefits when illness/symptoms occur while coverage is in place. Required for all extended trips within the United States.	All participants (Girl Scout members and non-members). Participating non-member youth must be at least 5 years of age and meet age level requirements for designated activity.	\$0.70 per participant per calendar day *\$5.00 minimum enrollment	Lasting more than 2 consecutive nights	Description of Coverage
Plan 3PI	Accident and sickness protection for approved, supervised Girl Scout trips involving international travel outside of the United States. Required for all international travel.	Registered members of Girl Scouts (youth and adults) Participating non-member youth must be at least 5 years of age and meet age level requirements for designated activity.	\$1.17 per participant per calendar day *\$5.00 minimum enrollment	Lasting more than 2 consecutive nights	Description of Coverage

Certificates of Insurance

A Certificate of Insurance (COI) is a form that identifies how much insurance coverage the holder possesses. Girl Scouts of Southern Arizona is obligated to ensure, to a reasonable extent, that external entities, such as vendors, program providers or collaborators, organizations, companies, sites or facilities used by our members are safe. One measure of safety is evidence of adequate insurance coverage.

Commercial general liability insurance protects the Girl Scout organization. The facility or vendor that hosts your troop event (for example, a riding stable, a hotel, or a bus company) should carry general liability insurance and auto liability insurance when motor vehicles are involved. A facility that carries valid general liability insurance has almost always been examined for risk by its insurance carrier. **If a facility or vendor does not carry general liability insurance, it's a red flag. It may not be safe, so it would be best to select another facility or vendor.**

When planning a troop trip, it is advised to obtain a COI from all external entities. In general, they should be able to provide evidence of a minimum total per occurrence limit of \$1,000,000 in primary commercial general liability. Some venues may or may not be able or willing to provide a copy of their COI, but it is best to at least inquire and have the conversation in order to verify the credibility of the venue, company or instructor.

Check that an external entity's liability insurance extends to Girl Scout troops participating in activities. Some commercial general liability insurance policies do not cover Girl Scout groups.

At times, a troop may be asked by an external entity to furnish a copy of GSSOAZ'S certificate of liability insurance. These requests are processed on a case-by-case basis, but in general GSSOAZ can usually accommodate these requests, provided that the following have been met:

1. The appropriate activity/trip application form has been submitted to council
2. Council has granted approval or preliminary approval for the activity/trip
3. The external entity provides GSSOAZ with a copy of their certificate of insurance with evidence of a total per occurrence limit of \$1,000,000
4. The external entity meets all other safety requirements as applicable for the designated activities as outlined for the designated activity in Safety Activity Checkpoints

Troops may include notes about COI requests in the "Certificate of Insurance" section in the electronic trip application.

Training and Certification

First aid

At minimum, a general first aider must be identified and present on all troop trips and travel. In some situations, an advanced first aider may be required. Since activities can take place in a variety of locations, the presence of a first aider and the qualifications they must have are based on the remoteness and scope of the activity. Refer to “First Aid” in the “Introduction: Standard Safety Guidelines” section of *Safety Activity Checkpoints*, as well as the individual activity’s safety checkpoints, for more information about the type of first aider required for your troops activities.

General first aider.

A general first aider is an adult volunteer who has taken Girl Scout approved first aid and CPR training that includes specific instructions for adult and pediatric CPR, first aid, and AED (Automated External Defibrillator) training that, minimally, includes a face-to-face, hands-on skill checks for:

- Checking a conscious victim,
- Checking an unconscious victim,
- Adult & Pediatric CPR,
- Adult & Pediatric conscious choking,
- Controlling bleeding, and
- Sudden illness.

Advanced first aider

An advanced first aider is an adult with general first aid certification and additional health, safety or has emergency response expertise. For example, a physician, physician’s assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, has wilderness training, certified lifeguard or emergency medical technician (EMT).

Refer to the following chart for general guides on the minimum level of first aid required in certain situations:

Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	General First Aid
More than 30 minutes* with no cell service	Advanced First Aid or Wilderness First Aid (WFA) or Wilderness First Responder (WFR)
More than 1 hour with cell service.	Advanced First Aid or Wilderness First Aid (WFA) or Wilderness First Responder (WFR)

**Although a Wilderness First Responder is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.*

Troop Camp Certification

Troop Camp Certification from GSSOAZ is required for any overnight trip. Troop Camp Certification provides volunteers with the information they need to prepare and guide Girl Scouts on fun and safe outdoor adventures, as well as trips away from home.

- **Troop Camp Certification – Level 1:** Required for overnights where the troop is sleeping indoors, such as at a hotel or cabin, and all cooking is done indoors.
- **Troop Camp Certification – Level 2:** Required for trips that include outdoor sleeping, such as tent camping and/or knife safety activities and/or outdoor cooking with approved fuel sources and/or fire-building and campfires.

Visit the [Volunteer Training page](#) on our website and click the “Troop Camp Certification (TCC)” drop down for more information about Troop Camp Certification.

Certified Lifeguards

For swimming, at least one lifeguard certified in American Red Cross Lifeguard Training, and one watcher is always present. Additional lifeguards and/or watchers may be required depending on where your troop is swimming and the total number of swimmers. For more information, see “Swimming Checkpoints” in *Safety Activity Checkpoints*.

Troop leaders are responsible for ensuring the presence of the correct number of lifeguards and watchers prior to the start of the trip. When using a public facility, lifeguards are often provided but troops must confirm this ahead of time. When lifeguards are not provided, troops must recruit their own lifeguard(s).

Other water-related activities may require more advanced or specialized lifeguard certifications and stricter safety ratios than regular swimming activities. Always check the safety checkpoints for your specific activity to be sure you understand the requirements.

Extended Trip Training (ETT)

All Girl Scouts and adults traveling with the troop on an extended trip (domestic or international) must take Extended Trip Training (ETT) through GSSOAZ. This training guides troops through the extended trip planning process. It is available virtually through gsLearn.

ETT should be completed during the initial phase of the trip planning process, if not before. At minimum, ETT must be completed before submitting the final trip application. If at any time prior to the trip departure date the number of people attending the trip who have not completed ETT exceeds the number of people attending the trip who have completing training, then the new attendees will be required to completed ETT prior to leaving on the trip.

Specialized training and certification

Additional training, certifications, or experience may be required for some activities. Please refer to the specific activity section in *Safety Activity Checkpoints* for more information. Troops are responsible for securing individuals with the appropriate credentials. GSSOAZ may be able to help connect you with local experts as well.

Sensitive Topics

It's an amazing feeling when your Girl Scouts put their trust in you—and when they do, they may come to you with some of the issues they are facing such as bullying, peer pressure, dating, athletic and academic performance and more. Some of these issues may be considered sensitive by families who may have opinions or input about how, and whether, Girl Scouts should cover these topics with their girls.

Girl Scouts welcomes and serves girls and families from a wide spectrum of faiths and cultures. When girls wish to participate in discussions or activities that could be considered sensitive—even for some—put the topic on hold until you have spoken with the parents and received guidance from council.

When Girl Scout activities involve sensitive issues, your role is that of a caring adult volunteer who can help girls acquire skills and knowledge in a supportive atmosphere, not someone who advocates a particular position.

We at the Girl Scouts of Southern Arizona leave it to the decision of parents/caregivers regarding their girl's participation in Girl Scout program that may be of a sensitive nature. As a volunteer leader, **you must get written parental permission for any locally planned program offering that could be considered sensitive.** Included on the permission form should be the topic of the activity, any specific content that might create controversy, and any action steps the girls will take when the activity is complete. Be sure to have a form for each girl and keep the forms on hand in case a problem arises. For activities not sponsored by Girl Scouts, including troop trips and travel, find out in advance (from organizers or other volunteers who may be familiar with the content) what will be presented, and follow council guidelines for obtaining written permission.

Sensitive Issues Permission Form

GSSOAZ provides a Sensitive Issues Permission Form that can be used for parents/caregivers to give permission to troop leaders to discuss sensitive issues with their Girl Scout in the instance that she or another Girl Scout in the troop starts the discussion. Because discussions about sensitive topics may arise at any time, including during off-site activities and troop trips, consider obtaining this permission from caregivers ahead of time. This form does not take the place of the written permission required to participate in specific planned program offerings, activities or trips that could be considered sensitive, but should be used in conjunction.

Trip Agreements

Prior to leaving for a trip, establishing a troop agreement on how the group will function and make decisions is important. It is highly recommended that each Girl Scout, their caregivers, adult chaperones and troop leader(s) sign a trip agreement before departing on a trip. The contract will help reduce misunderstandings and disagreements for all participants.

Here are some things to consider including:

- Safety rules and expectations. What are your rules for the buddy system? What will happen if a Girl Scout leaves their buddy?
- Conduct/behavior
- Remember the Girl Scout Promise and Law
- Stay in designated area
- Consequences for not meeting at established meeting place or time for activities, etc.
- Include everyone in all activities
- Respect others (especially when sleeping)
- Kapers/responsibilities
- What to wear/not wear
- What supplies or clothes to bring
- Items not allowed (ex: valuables, video games, tablets)
- Rules/expectations about cell phones and other electronic devices
- How much luggage is permitted, based on space, baggage fees, etc.
- Mealtime decision making: where and what the group will eat, how much food is suitable to bring and/or order, and restaurant behaviors and expectations
- Curfews and consequences for breaking them
- Money earning participation expectations
- Form and money due by dates (be sure to use receipts for all money)
- Refund policy (Note: some things may not be able to be refunded and need to be determined at the beginning of the trip planning and budgeting stages)
- Maximum amount of money to take for personal expenses such as souvenirs – for example: everyone takes the same amount, no credit cards, no lending, etc.
- Positive attitude
- Have FUN!

Planning and Holding a Caregiver Meeting

Involving caregivers in the planning process

Keeping parents/guardians well informed and involved when planning a trip helps build family support and ensures clear communication and understanding of expectations. These meetings should go over trip details such as financing (money earning/family contributions), itineraries, scheduling and behavioral expectations. Leaders, be prepared to answer parent/guardian questions regarding the trip at this time.

Suggestions to Build Caregiver's Support:

- Caregiver meetings about the trip can be scheduled at the end of a troop meeting (set aside at least 30 minutes), or during specific trip meetings
- Have Girl Scouts share how they made the decision to take this trip and what they plan to learn from taking this trip
- Be sure to discuss all the necessary paperwork, including permission slips, health history forms, sensitive topics, and if it is an international trip, the documents needed for travel (passport, visa, notarized letter, immunizations, etc.)
- Inform parents about how you'll communicate before and during the trip. Decide as a group the best method to communicate trip updates to families (email, phone, Facebook group, etc.)
- Some caregivers may want to participate in the trip, which is great! Be clear about the expectations and requirements for adult chaperones. Remember, it is best to stick to only the number of adults needed to meet the Girl Scout/adult ratio and/or required number of drivers when possible. This ensures that the trip is a true Girl Scout experience
- As you get closer to the trip, make sure Girl Scouts and their caregivers have a detailed itinerary, but do not post the itinerary on a publicly accessible website where others may be able to see it
- Use the "Troop Trip Caregiver Meeting Checklist" on the following page as a guideline to be sure you cover all discussion points

Troop Trip Caregiver Meeting Checklist

Itinerary

- Girl Scout-planned
- Caregiver participation and caregiver expectations

Trip Expenses

- Budget
- Troop money-earning activities
- Caregiver contributions
- Personal money
- Payment due dates

Trip Participants

- Who will be attending/how many adults are needed to fulfill safety ratios?
- Membership/background check requirements

Transportation

- Travel Methods (car, bus, plane, train)
- Route to get there
- Drivers needed
- Additional chaperones needed for vehicles

Permission Forms

- Parent permission form
- Current health history forms
- International travel form for minors

Standards for Behavior

- Troop decides on Girl Scouts' code of conduct and all participants/caregivers need to agree to expectations and consequences

Packing List and Luggage Limitations

- What is/isn't appropriate to bring
- Cost of additional luggage when flying

Emergency Procedures

- What is/isn't appropriate to bring
- Cost of additional luggage when flying

Due Dates

- Payments for family contributions
- Forms

Communication During Trip

- Cell phone use
- Calling/phone tree

International Travel

Global travel to foreign countries outside of the United States can be an unforgettable, life-changing experience, giving Girl Scouts the opportunity to explore new places, experience different cultures and connect with the world around them. To ensure a safe and enjoyable trip for all involved, international travel requires additional, unique considerations.

Who can travel internationally?

International trips are available to Cadettes. Seniors and Ambassadors who have successfully participated in a progression of domestic overnight and extended trips in Girl Scouting, and their designated adult chaperones as per the “Adult-to-Girl Ratios for Outings, Activities, Camping and Travel” in *Safety Activity Checkpoints*. All adults are required to be current, approved volunteers (current membership and approved background check).

How far in advance should planning for an international trip begin?

Troops should begin the initial steps of planning an international trip no later than one year prior to their desired departure date.

What is the application process for an international trip?

Because of the unique considerations related to foreign travel, a multi-step application process is required. The initial Intent to Plan an Extended/International Trip form must be submitted at least one year prior to the trip *and* before any purchases, deposits, or reservations have been made. Within two weeks, GSSOAZ will review your Intent to Travel form submission and will send you an email response letting you know if your trip has received tentative approval along with instructions for additional requirements and next steps. A Final Extended/International Trip form will be due 6 months prior travel. Last, an International Trip Final Check-In form will be due two months prior to travel. Council staff will assist troops throughout the process.

Permission to Travel Internationally with a Minor Form

To prevent international child abduction, many governments have initiated procedures at entry/exit points. These often include requiring documented evidence of relationship and permission for the child’s travel from the absent parents/guardians. Having such documentation on hand, even if not required, may facilitate entry/departure.

Minors under the age of 18 traveling from the United States to any foreign country, when not accompanied on the trip by parent(s)/guardian(s) **must** carry with them two notarized copies of the Permission to Travel Internationally with a Minor Form, signed by both parents or legal guardians, giving permission to travel to a foreign country. In the instance that both parents or legal guardians cannot sign the same form, each may sign a separate form. Where there is only one parent/guardian, the letter must state that parent/guardian has full legal custody of the young person in question. If parents are divorced or separated but have joint custody, they must both sign the letter.

Passports and Visas

Generally, a passport is required to enter any country. Sometimes a country stipulates that visitors must obtain a visa or provide other documentation. Travel agencies should have the latest requirements, but it is advisable to double-check with the U.S. Department of State website (state.gov) or travel.state.gov/passport.

Citizens of other countries traveling in your troop should contact the embassy of the country you'll be traveling to for special instructions. Persons requiring visas for a country they are visiting should check with the country's embassy or consulate for instructions on obtaining the visa.

For those who need to obtain a new passport or visa, allow at least six weeks for processing. If you already own a passport, it is extremely important to check the expiration date. It is recommended that your passport be valid for at least six months beyond the conclusion of your international trip. If it is not, you should contact the passport agency to inquire about renewal.

Before leaving on an international trip, travelers are advised to make two photocopies of their passport – keep one set in carry-on luggage or a handbag and leave the other set at home. If a passport is lost or stolen, the photocopy will expedite its replacement. At minimum, a record of the passport number should be kept.

International Travel Safety

International travel involves increased travel precautions and requirements compared to domestic travel. **The following Safety Checkpoints apply to International Travel:**

- **Register your trip** with the U.S. government's [Smart Traveler Enrollment Program \(STEP\)](#) so that you will get updates about safety, and that the State Department knows where you are traveling
- **Read on the [Centers for Disease and Control Prevention](#) website about health concerns for the country.** Make sure girls and parents/guardians review this information. Every participant travelling internationally should visit their doctor to discuss their travel health requirements and any vaccinations or medications necessary
- **Become aware of any quarantine, vaccine or screening requirements for return to the U.S.,** as well as what is required for entry into destination countries. This information will help greatly when deciding upon a destination
- **Confirm the travel advisory level for the country via** the U.S. State Department's Bureau of Consular Affairs. *Note that the State Department now classifies travel advisories with travel alert levels as follows:*
 - Level 1: Exercise Normal Precautions
 - Level 2: Exercise Increased Precautions
 - Level 3: Reconsider Travel
 - **Level 4: Do Not Travel – not allowed per GSUSA and the State Department**
- **Confirm that both girls and their parents/guardians have the advisory information and are aware of the travel alert level in the region you plan to visit.** This can be reflected on a permission slip if your Girl Scout council chooses to handle it that way
- **Read information about safety issues and concerns carefully.** Pay attention to the in-country travel alerts for the specific region you are interested in. For example, a certain country may be classified as a Level 2, but a particular state or region within that Level 2 country may be categorized as Level 3
- **Check the travel alert status periodically in the months/weeks/days leading up to your trip for any changes.** For situations where there is a travel alert Level 1 or Level 2, take normal safety precautions to safeguard girls
- **Travel Alert 4.** When the travel alert Level is 4 (“do not travel”), Girl Scouts are not to travel to a location under any circumstances. *It is the responsibility of the Travel Lead on your trip IE Troop Leader to monitor*
- **Travel Alert 3.** For situations where the travel alert is a 3 (“reconsider travel”), there are

several steps that should be taken before moving forward:

- Strongly consider selecting a different location
- If interest is high, have a conversation with your local safety or risk representative to fully understand the specific risk factors in play
- Contact the host destination facility and ask if they are aware of the travel alert level and what extra security measures are in place, if any
- Inform girls and parents/guardians and determine if there is still a compelling interest to travel to this location, considering the travel alert level
- Get parents'/guardians' explicit approval to travel to the location, according to specific risks, in writing
- Have a conversation with your Girl Scout council and get approval from a legal perspective, from in-house legal or outside legal counsel
- Confirm that you have approval within your council prior to moving forward with your plans

Finally, when travelling, be sure to follow the safety checkpoints for specific activities you plan to do on your trip.

Additional tips and resources

The additional tips and resources below will help your troop plan for a fun and successful trip!

- Check out these great resources from GSUSA:
 - [GSUSA's Global Travel Toolkit](#) – Takes Girl Scouts (and adult volunteers) through the steps of planning an international troop trip, with guides, checklists, travel logs and more
 - [GSUSA's Road to Global Travel](#) – Designed for Juniors and Cadettes, learn about the WAGGGS World Centers and create a long-term plan to travel
 - [GSUSA's International Intent to Travel Form](#) – Let GSUSA know where your troop is headed so they can help connect Girl Scouts globally! This form is not required and it does not replace any applications forms required by GSSOAZ
- If participants are bringing any prescription or non-prescription drugs, these should be properly labeled to expedite processing through customs. A copy of the prescription should be carried as well, using generic names rather than brand names for the ingredients. Brand names may not be known in another country
- Eat sensibly, get enough rest, and immediately address any health concerns that occur during the journey
- Do some research on local water and food supplies in your destination country
 - Only purified (bottled or boiled) water should be used for drinking, brushing teeth and cleaning wounds when water quality is in doubt. Hot tea and bottled soft drinks are safe to drink, but ice should not be used unless you are certain it was made with purified water
 - Meat should be ordered well done. Milk or dairy products (including ice cream) should be avoided unless you are certain they come from a dairy farm where the milk is pasteurized
 - Prepared food from street vendors should be avoided
- Be sure to research and stay informed of any current safety-related issues, cultural norms, etc. of any foreign location your troop is planning to visit. For example, there are some places where traditional clothing and modesty are a must and tourists are required to be respectful and follow all local dressing regulations

Incident Report

When an accident or crisis occurs during a Girl Scout function, it is imperative that all facts be assembled as quickly as possible and verified. These facts must be provided to Girl Scouts of Southern Arizona as soon as possible. During business hours, call the numbers below. After hours, call the emergency number 1.520.977.6623. This form may also be used within the troop to substantiate minor incidents that may become problems at a later time. All of this information must be kept confidential and in a secure place. This form must be submitted to troopsupport@girlscoutsoaz.org within five days of an incident.

Contact		
name		troop #
		position
Incident		
date of incident	time	exact location of incident
Describe the event or incident:		
Describe the factors surrounding the event or incident:		
Who was involved?		
Describe nature of injuries or property damage:		
How could this have been prevented?		

Girl Health History Record

Leaders should keep this form in their records and bring to all events.

Girl's Information

name		date of birth		age	troop #
address		city		st	zip
school					
parent/guardian		home phone		evening phone	
home address		city		st	zip
business address				business phone	

Emergency Contact & Insurance/Physician

name		relationship		phone	
address		city		st	zip
physician's name				phone	
insurance provider				policy / group #	

Illnesses & Injuries, Chronic or Recurring Illness

Check all that apply.

<input type="checkbox"/> Ear infection	<input type="checkbox"/> Bleeding / clotting disorder	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Asthma	<input type="checkbox"/> Chicken Pox
<input type="checkbox"/> Heart defect / disease	<input type="checkbox"/> Musculoskeletal disorder	<input type="checkbox"/> Seizure	<input type="checkbox"/> Diabetes	
<input type="checkbox"/> Intestinal disorders	<input type="checkbox"/> Hernia	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Nervous System Disorders	
<input type="checkbox"/> Other:				

date of last health exam

Yes, complicated medical problems were noted in last health examination.
 Yes, participant is currently under the care of a physician or psychologist

Since last health exam, participant has had:

A serious injury requiring medical attention An illness lasting more than five days
 Any prescribed or over-the-counter medication A surgical operation or fracture
 Treatment in a hospital or emergency room Any restrictions concerning physical activities

Please explain any "yes" to the above questions, including dates:

Allergies

Check all that apply and specify nature of allergic reaction.

<input type="checkbox"/> Animals:	<input type="checkbox"/> Plants:
<input type="checkbox"/> Insect stings:	<input type="checkbox"/> Food:
<input type="checkbox"/> Pollen:	<input type="checkbox"/> Hay fever:
<input type="checkbox"/> Medicine / drugs:	<input type="checkbox"/> Other:

Other Health Conditions

Check all that apply.

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Bed wetting | <input type="checkbox"/> Emotional or behavioral difficulties | <input type="checkbox"/> Motion sickness | <input type="checkbox"/> Sickle cell trait or disease |
| <input type="checkbox"/> Constipation | <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Sleep disturbances | <input type="checkbox"/> Special dietary needs |
| <input type="checkbox"/> Fainting | <input type="checkbox"/> Nosebleeds | <input type="checkbox"/> Menstrual cramps | <input type="checkbox"/> Wear glasses or contact lenses |
| <input type="checkbox"/> Eyesight impairment | <input type="checkbox"/> Speech impairment | | |

Please explain any items that are checked. Indicate any information useful to the adult in charge in relation to any of these health conditions. Indicate any activities to be encouraged or restricted. Please attach additional documentation as needed.

Over-the-Counter Medication Administrators

girl's name

medicine administrator 1

medicine administrator 2

OTC Medication

Check all that are approved:

- | | | | |
|--------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Actifed | <input type="checkbox"/> Benadryl | <input type="checkbox"/> Neosporin | <input type="checkbox"/> Tylenol |
| <input type="checkbox"/> Aloe Vera | <input type="checkbox"/> Cough Medicine | <input type="checkbox"/> Pepto Bismol | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Antacid | <input type="checkbox"/> Dramamine | <input type="checkbox"/> Saline eye drops | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Anti-Emitic | <input type="checkbox"/> Lomotil | <input type="checkbox"/> Sudafed | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Anti-Nausea | <input type="checkbox"/> Motrin | <input type="checkbox"/> Sunscreen | |

Signatures

I know of no reason(s)—other than the information indicated on this form—why my child should not participate in prescribed activities, except as noted.

parent / guardian signature

date

Emergency Medical Authorization

Purpose: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while on a Girl Scout activity when parents and guardians cannot be contacted.

I give my consent for emergency medical treatment of my Girl Scout in the emergency room of the nearest hospital and for a certified first aider to provide first aid treatment.

parent / guardian signature

phone

date

Authorization for Administering Over-the-Counter Medications

I give permission to the above-named people to administer the above-named over-the-counter medications to my Girl Scout.

parent/guardian signature

date

Adult Health History Record

Completed form can be saved, printed, and/or submitted through email.
Leaders should keep this form in their records and bring to all events.

Adult's Information

name		daytime phone	evening phone	
date of birth	age	email		
address		city	st	zip

Emergency Contact & Insurance/Physician

name		relationship	phone	
address		city	st	zip
physician's name		phone		
insurance provider		policy / group #		

Illnesses & Injuries, Chronic or Recurring Illness

Check all that apply.

<input type="checkbox"/> Ear infection	<input type="checkbox"/> Bleeding / clotting disorder	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Asthma
<input type="checkbox"/> Heart defect / disease	<input type="checkbox"/> Musculoskeletal disorder	<input type="checkbox"/> Seizure	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Intestinal disorders	<input type="checkbox"/> Hernia	<input type="checkbox"/> Nervous system disorders	<input type="checkbox"/> Arthritis
<input type="checkbox"/> Chicken Pox			
<input type="checkbox"/> Other:			

Allergies

Check all that apply, and specify the nature of allergic reaction.

<input type="checkbox"/> Animals:	<input type="checkbox"/> Medicine / drugs:	<input type="checkbox"/> Food:
<input type="checkbox"/> Insect stings:	<input type="checkbox"/> Plants:	<input type="checkbox"/> Hay fever:
<input type="checkbox"/> Pollen:	<input type="checkbox"/> Other:	

Other Health Conditions

Check all that apply.

<input type="checkbox"/> Emotional or Behavioral Difficulties	<input type="checkbox"/> Sleep disturbances	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Sickle cell trait or disease
<input type="checkbox"/> Fainting	<input type="checkbox"/> Nose bleeds	<input type="checkbox"/> Menstrual cramps	<input type="checkbox"/> Wear glasses or contact lenses
<input type="checkbox"/> Motion sickness	<input type="checkbox"/> Special dietary needs	<input type="checkbox"/> Eyesight impairment	<input type="checkbox"/> Speech impairment
<input type="checkbox"/> Other:			

Please explain any items that are checked. Indicate any information useful to the adult in charge in relation to any of these health conditions. Indicate any activities to be encouraged or restricted. Please attach additional documentation as needed.

Caregiver Permission for Girl Scout Trip or Off-Site Activity

Note: The GSUSA's activity accident insurance plan pays the first \$100 in benefits. Any subsequent benefits will be paid only for covered medical expenses exceeding the limit of benefits available under other forms of insurance or health care programs (plans other than the Girl Scout insurance plan) up to the maximum of \$15,000. It is important to note that the Girl Scout Basic Accident Insurance Plan is not intended to diminish the need for family health insurance or to replace the benefits that may be available under a family medical plan.

Trip Details LEADER'S COPY

To be filled out by trip leader

event					troop #
date: from	time	location	date: to	time	location

Contacts

LEADER: **This permission slip must be in vehicle in which the girl is traveling.** In case of emergency, refer to the accident procedures listed on the Troop/Trip Application or on your wallet-sized emergency procedures card.

girl's name (last, first mi)			
changes in girl's health since last health history was completed			
caregiver/guardian name		phone during trip	cell during trip
address during trip	city	st	zip
If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf and is aware of the activity planned.			
name of emergency contact		relation to girl	phone
address		city	st
		st	zip

Signature

Yes, as a caregiver or legal guardian of this child, I give my daughter permission to participate in this event. I certify that she is in good physical condition and has not had any serious illness or surgery since her last health examination. In case of emergency, I give permission for my daughter to receive medical attention from a licensed physician and to be admitted to a hospital, if necessary.

caregiver/guardian signature	relationship	date
------------------------------	--------------	------

Emergency Contact's Copy

girl's name (last, first mi)			date
caregiver/guardian name		phone during trip	cell during trip
address during trip	city	st	zip
If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf and is aware of the activity planned.			
name of emergency contact		relation to girl	phone
address		city	st
		st	zip

Signature

caregiver/guardian signature	relationship	date
------------------------------	--------------	------

Caregiver Permission for Girl Scout Trip or Off-Site Activity

Note: The GSUSA's activity accident insurance plan pays the first \$100 in benefits. Any subsequent benefits will be paid only for covered medical expenses exceeding the limit of benefits available under other forms of insurance or health care programs (plans other than the Girl Scout insurance plan) up to the maximum of \$15,000. It is important to note that the Girl Scout Basic Accident Insurance Plan is not intended to diminish the need for family health insurance or to replace the benefits that may be available under a family medical plan.

Trip Details						CAREGIVER COPY	
To be filled out by trip leader							
event						troop #	
location/address					phone	cell	
activities included							
date: from		time	departure location		date: to	time	pick up location
mode of transportation					cost to girl		
equipment or clothing to bring							
names of accompanying adult(s)							
name of emergency contact						phone	
leader's signature					leader's phone	cell	

Signatures

Yes, this health history is correct, and I am able to engage in all prescribed activities except as noted above.

adult signature	date
-----------------	------

Yes, in case of illness or injury while on a Girl Scout activity, I give my consent for emergency medical treatment in the emergency room of the nearest hospital.

adult signature	date
-----------------	------

Yes, I give my consent for certified First Aiders to administer first aid treatment in case of illness or accident while on a Girl Scout activity.

adult signature	date
-----------------	------

Permission to Travel Internationally with a Minor

Minors under the age of 18 traveling outside of the United States, when not accompanied on the trip by both of their parent(s)/guardian(s), must have a notarized affidavit from the parent(s)/guardian(s) not accompanying the minor that:

1. The minor is traveling out of the United States with the permission of the parent parent(s)/guardian(s);
2. That the non-traveling parent(s)/guardian(s) is aware that the minor is leaving on the departure date, and is aware of the expected return date;
3. The name(s) of the person(s) accompanying the minor.

If the minor is leaving the country without either of their parent(s)/guardian(s), both parent(s)/guardian(s) must provide a notarized signed affidavit as outlined below.

Both parents/guardians must sign the permission form (separately or on the same form), which **MUST** be notarized. If the parents/guardians are not together, parent/guardian consent from both parents is still necessary. If one parent/guardian is the custodial parent/guardian or deceased, there **MUST** be legal proof/documentation of this status.

PARTICIPANTS UNDER 18 WILL NOT BE ABLE TO BOARD THE INTERNATIONAL FLIGHT WITHOUT THIS NOTORIZED PERMISSION.

PERMISSION TO ENTER FOREIGN COUNTRY FOR MINORS (under the age 18)

This certifies that _____ has the permission of her undersigned parent/guardian to enter _____ (country/ies) to participate in an international trip with Girl Scouts for the dates of ____/____/____ to ____/____/____

Names of the responsible adults that will be accompanying the minor:

1. _____
2. _____
3. _____
4. _____

Signature of parent/guardian: _____

Printed name of parent/guardian: _____

Signature of parent/guardian: _____

Printed name of parent/guardian: _____

In the state of _____ and county of _____ on this day _____ of _____, before me personally appeared _____ and _____ to me known to be the individual, or individuals described in and who executed the within and foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned.

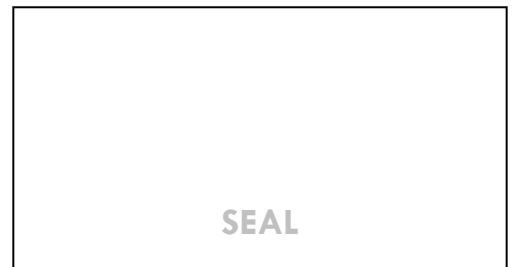
Given under my hand and official seal this _____ day of _____, [year].

Notary Signature: _____

Notary Printed Name: _____

Notary Public in and for the State of _____.

My appointment expires on _____.



Girl Scout Travel Agreement

Trip leaders should keep this form in their records.

Agreement

I understand that my attitude and behavior are critical to the success of this trip. Therefore, for the good of the trip as well as my fellow troop/group members, I agree to abide by the following:

- I believe in and will be guided by the Girl Scout Promise and Law.
- I will try to be sensitive to the needs of each troop/group member.
- I will respect the places and the people with whom I come in contact.
- I understand that the use of tobacco, alcohol, or drugs will not be tolerated, and that usage during the trip will result in expulsion from the trip.
- I will be responsible for my personal belongings and equipment, and will not hold Girl Scouts of Southern Arizona responsible for the loss or damage due to my negligence or neglect.
- I will treat with care all equipment provided for use. I understand that I will be assessed for any damaged to any equipment in the event that my use of such equipment is negligent or abusive.
- I will use all required safety equipment and follow safety rules and procedures.
- I agree to take my share of daily responsibilities, such as food preparation, setting up camp, clean-up, and shopping.
- I understand that if I am sent home early due to any serious misconduct or emergency, it will be at my caregiver's expense and that the trip advisor will make the travel arrangements and notify my caregivers of those plans.
- I understand that, should there be a surplus, and all fundraising and final caregiver contributions toward trip funds will belong to the troop and remain in the troop account.
- _____
- _____
- _____
- _____
- _____

Signatures

I understand and agree to abide by the responsibilities listed above.

participant's signature

date

I understand and agree with the above responsibilities of my Girl Scout.

parent's or guardian's signature

date

After completion of this agreement, return it with other forms to your trip leader

Agreement

I understand that as an adult accompanying or supervising girls of troop/group number, I play an essential role in the success of this project and that my attitudes, behavior, and responsibilities as a role model are critical to the success of on .

I, therefore, agree to do the following:

- Complete Girl Scout membership registration and criminal background check prior to trip, by designated deadline, if not already completed.
- Be sensitive to the needs of each Girl Scout participant.
- Be a positive role model at all times.
- Respect the places and the people with whom I come in contact.
- Work with trip advisor on all phases of planning and preparing for the project.
- Review and become familiar with all the materials and forms provided for this project in order to interpret them to Girl Scouts and their families.
- See that all appropriate forms are completed by Girl Scouts, their families, and/or physicians and return all forms to the trip advisor by the due date listed on each form.
- Provide all required information and forms for myself and my Girl Scout (if applicable), such as health exams, emergency contacts, photo releases, etc.
- Review and follow all safety and health standards as set forth in Safety Activity Checkpoints.
- Review and follow all policies and procedures as set forth in the Volunteer Essentials.
- Understand that the use of alcohol or drugs will not be tolerated.
- Use all required safety equipment and follow agreed-upon safety rules and procedures.
- I understand that if I am dismissed due to any serious misconduct, it will be at my expense and that the trip advisor will make the travel arrangements.
- Ensure that our troop/group has completed all pre-event requirements and has the necessary clothing and equipment.
- Provide supervision to our troop/group throughout the event, project, or trip.

Signature

volunteer's signature

date

After completion of this agreement, return it with other forms to your trip leader

Caregiver Permission for Sensitive Issues

Leaders should keep this form in their records.

Girl's Information

girl's name	troop/group #
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leader's name

Sensitive issues, such as religious beliefs, human sexuality, cultural and family values, eating disorders, AIDS, sexually transmitted diseases, substance abuse, child abuse, suicide, and teen pregnancy are issues that our children think and/or talk about at one time or another. Girl Scouting plays a role in helping girls to make informed, responsible decisions about their well-being.

By obtaining your permission to discuss these topics with your daughter (only when she or another girl in the troop begins a discussion), you will be allowing a healthy interaction that will hopefully allow your daughter to gain the confidence needed to come to you, the parent, for your influence. The leader's part in any of these discussions is as a caring adult who can help girls acquire their own skills and knowledge in a supportive atmosphere rather than as an advocate of any particular position.

Parent Permission

I understand that I will only be notified of an actual discussion if the leader feels that immediate parental intervention is needed for the safety and well-being of my daughter.

I give my daughter permission to participate in Sensitive Issue discussions within the troop setting at any time a topic arises during the current Girl Scout year.

caregiver/guardian name, printed

caregiver/guardian signature

date

COVID-19 Liability Release Waiver

****Signature Required Prior to Every Approved Short Trip or Overnight Event****

Due to the outbreak of Coronavirus (COVID-19), Girl Scouts of Southern Arizona (GSSoAZ) is taking extra precautions with the care of every person to include health history review and enhanced sanitation/disinfection procedures in accordance with the American Camping Association's guidelines.

Symptoms of COVID-19 include but are not limited to:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

I agree to the following:

I understand the above symptoms and affirm that I, as well as all household members, do not currently have, nor have experienced the symptoms listed above WITHIN THE LAST 72 hours.

I affirm that I, as well as all household members, have not been diagnosed with COVID-19 WITHIN THE PAST 5 DAYS.

I affirm that I, as well as all household members, have not knowingly been exposed to anyone diagnosed with COVID-19 WITHIN THE PAST 5 DAYS.

I affirm that I, as well as all household members, have not traveled outside of the country WITHIN THE PAST 10 DAYS.

I understand that Girl Scouts of Southern Arizona cannot be held liable for any exposure to the COVID-19 virus caused by misinformation on this form or the health history provided by each client.

All participants will be required to wear a mask or face covering when participating in an indoor program or event.

Council staff will wear appropriate PPE when closer than 6 feet of a person.

Contact Notification Responsibilities. GSSOAZ will assist public health officials if a program/event attendee tests positive or becomes exposed to COVID-19. This assistance includes, but is not limited to, the names and contact information of any other attendee or other party exposed to the virus.

By signing below, I agree to each statement above and release Girl Scouts of Southern Arizona from any and all liability for the unintentional exposure or harm due to COVID-19.

COVID-19 Liability Release Waiver To Be Filled Out By Participant

Name and Date of Event: _____

Name of Participant (First and Last): _____

Address: _____

Phone: _____

Email: _____

Signature: _____

**COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While GSSOAZ takes every safety and preventative precaution, GSSOAZ can in no way warrant that COVID-19 infection will not occur through participation in GSSOAZ programs.*

**Updated 01/06/2022*

After Your Trip

Take time to reflect on the travel experience. Girl Scouts may find journaling about their trip a good way to spend their time on the car ride home or while waiting for a flight. Once you return from your trip, debrief with the entire group. You may even want to have a special celebratory meeting. Think about creating a survey for your activity/ trip so that your troop can learn from its experiences!

- What did the group enjoy?
- What was everyone's favorite part?
- What was everyone's least favorite part?
- What would the group change?
- What did everyone learn?
- What was a success?
- What could be done differently next time?
- Where do you want to go next?!

Take Action!

Is your troop planning a Take Action project or other type of community service project based on some aspect of your travels? Maybe the Girl Scouts in your troop were inspired by their experiences along the way. A troop can choose to make a difference in the community they visited or take something they felt inspired by and act locally. How has your troop's travel experience influenced them to make the world a better place?



Share your adventures with us!

We want to hear from you and learn about all the amazing things that your troop is doing on your adventures! Do you have stories or photos from your trip that you would like to share? Email us at communications@girlscoutssoaz.org and we may feature your troop's adventure in an upcoming newsletter or on our social media pages!