girl scouts of southern arizona

Short Trip Application

This form must be completed and submitted to your Council representative at least ***three weeks*** in advance of the event. This form is required for trips beyond the troop's regular meeting place listed with the council. For longer trips or trips outside the state of Arizona, use the Extended Trip Application. Short Trip Applications are not necessary for Council-sponsored events. Completed form can be saved, printed, and/or submitted through e-mail. ***Please complete one form for each trip.***

Troop/Group Information

troop / group #	levels ☐ daisy ☐ brownie ☐ junior ☐ cadette ☐ senior ☐ ambassador		
leader's name	phone	e-mail	
leader's address	city	st	zip
trip leader	phone	e-mail	
trip leader's address	city	st	zip

Activity

Describe the activity in detail

activity address	phone	nearest community
from (date) (time)	to (date) (time)	
# girls participating	# adults participating	first aider's name
☐ Attending adult is Outdoor Module 1 & 2 certified (required for all overnights)	☐ Attending adult is Outdoor Module 3 certified (required for all camping trips)	

Emergency Contact

In case of emergency, the troop will notify the following person who will be available by phone during the trip and who will have a list of names, addresses, and phone numbers of those attending. This contact is ***not*** on the trip; it will be someone local.

name	phone	e-mail	
address	city	st	zip

Transportation

Vans with a seating capacity of more than 10 passengers are prohibited. ***Please assure that all drivers are volunteer-approved (background checked), have a current driver's license and car insurance.***

We will be traveling by ☐ private cars ☐ rental vehicles ☐ bus

# vehicles	describe	company

4300 East Broadway Boulevard., Tucson, AZ 85711 | 520.327.2288 | 800.331.6782 | fax 520.795.3318 | GirlScoutsSoAz.org

ShortTripApplicationForm.November 2013

Additional Checklist for High Risk Activity

ALL ACTIVITIES

- ☐ First aid kit provided
- ☐ Insurance forms
- ☐ Medical history for each participating girl

BOATING

- ☐ Flotation device for each person

HAY RIDE

- ☐ Vehicle meets safety requirements
- ☐ Used on private property

HIKING

- ☐ Activity meets safety requirements

HORSEBACK RIDING

- ☐ Council-approved stable
- ☐ Protective head gear with safety harness per rider
- ☐ Boots / shoes with heel
- ☐ Certified instructors
- ☐ Council horseback riding release form signed per rider
- ☐ Activity meets safety requirements

SWIMMING

- ☐ Flotation device for each person

Certification

☐ I certify that the above information is correct. I have reviewed safety standards and will be responsible to see that all participating girls and adults meet the requirements.

signature	date

For Office Use Only

☐ Request approved ☐ Request denied	staff signature	date

4300 East Broadway Boulevard., Tucson, AZ 85711 | 520.327.2288 | 800.331.6782 | fax 520.795.3318 | GirlScoutsSoAz.org