

Extended Trips at a Glance



What is an extended trip?

An extended trip is a trip that is longer than three days. It can take place domestically or internationally. International trip should begin planning 12-18 months in advance of the trip, and additional supporting materials and coaching are available.

Who can participate?

Daisies and Brownies are not recommended to take extended trips. Only Juniors and above can travel in the region. Cadettes and above can travel nationally and internationally. Trip activities must be level appropriate based on your girls' readiness.

All girls attending the trip must be registered Girl Scouts. Daisies must have a parent/guardian present.

- Any siblings who attend must be under the supervision of a parent or guardian. They are not the leader's responsibility.
- It is the troop's discretion to include siblings or not on extended trips.

All adults who are volunteering on the trip must have a current Girl Scout membership and background check on file.

- In addition, all drivers must hold a current license and have a registered/insured vehicle. Leaders must have a copy of these materials from all drivers.



All participants will be covered by required additional insurance which can be purchased through the council.

For overnight extended trips, at least one leader must complete Troop Camp Certification 1 if the troop camps indoors. One leader must complete Troop Camp Certification 2 if the troop camps in tents or has a fire.

Necessary Paperwork

- Preliminary Extended Trip Application: Submitted to the council at least three months before the trip (Let's Go! Extended Trips Packet)
 - Approval or denial from the council will be sent to the leader who submitted the application
- Final Extended Trip Application: Submitted to the council at least one month before the trip (Let's Go! Extended Trip Packet)
 - Final approval or denial from the council will be sent to the leader who submitted the application
- Health History Forms: Obtained for all girls and adults attending
 - These must be in the vehicle the participant is traveling in and available to the first aider during the event
 - Any medications administered must be documented
- Parent Permission for Off-Site Activity: Obtained for all girls attending



- These must be in the vehicle the girl is traveling in and available to the leader during the event
- Parent Permission for Medical Authorization: Obtained for all girls attending
 - These must be in the vehicle the girl is traveling in and available to the first aider during the event
- Request for Additional Insurance: Submitted to council at least three weeks before the trip
 - Insurance covers all participants
 - Costs \$0.70 per participant per day of the trip
- Additional Insurance Direct Payment Authorization Form: Submitted with the Request for Additional Insurance Form
 - Allows direct payment to Mutual of Omaha for additional insurance
- Adult Volunteer Travel Agreement: Obtained for all adults attending
 - Must be available to the leader during the event
- Behavior Form for Girl Scouts Participating in Extended Trip: Obtained for all girls attending
 - Must be available to the leader during the event
- Incident Form: Submitted to the council within five days of an incident
 - Must be available to the leader during the event in case of emergency

Consider storing all forms in a binder or even digitally!

Safety Guidelines

At least one adult attending must be first aid certified. A first aid kit must be available. Travel safety ratios must be met depending on level:

The Safety Activity Checkpoints, available on the Volunteer Toolkit, must be consulted before the trip to ensure all safety requirements are in place.

An emergency contact for the troop must be selected. This person must not be attending the event, but available to contact in case of an emergency.

- They must have all participants' contact information.
- They must notify guardians in the event of an emergency, so the leaders can be focused on the incident.

The council must be immediately notified in the event of a serious incident or emergency. Leaders must have the council contact numbers on file.

- An insurance claim form will be sent if necessary.

Two unrelated volunteers for every:		One additional volunteer for every:
Daisy	6	1-4
Brownie	12	1-6
Junior	16	1-8
Cadette	20	1-10
Senior	24	1-12
Ambassador	24	1-12

Questions?



For ideas on how to help girls drive the planning of your extended trip, please see the Let's Go! Extended Trip Packet available on the Volunteer Toolkit

Contact Troop Support at troopsupport@girlscoutssoaz.org or call (520) 327-2288