

Field Trips at a Glance



What is a field trip?

A field trip is a trip that takes place outside of your normal troop meeting time or place but occurs in your city or town. It does not include overnights.

Who can participate?

Girls of all levels can participate in field trips. Trip activities must be level appropriate based on your girls' readiness.

All girls attending the trip must be registered Girl Scouts.

- Any siblings who attend must be under the supervision of a parent or guardian. They are not the leader's responsibility. Additional insurance for non-Girl Scouts can be purchased through the council.
- It is the troop's discretion to include siblings or not on field trips.

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

- Guardians, who want to accompany their girl, but **will not drive or supervise any other girls**, can be Helping Hands volunteers. They still must complete a background check and sign the Volunteer Policies and Code of Conduct.



- These volunteers are not covered under Girl Scout insurance. Additional insurance for non-Girl Scouts can be purchased through the council.
- All drivers must have a membership and background check. They also must hold a current license and have a registered/insured vehicle. Leaders must have a copy of these materials from all drivers.

Necessary Paperwork

- Field Trip Notification: Submitted to the council at least a week before the trip (GSSoAz Website)
 - Approval not necessary before the trip
 - If an activity is high-risk, the council will reach out for more information
- 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
- Incident Form: Submitted to the council within five days of an incident
 - This 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:

| | 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 |

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' emergency 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.

Questions?

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

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

