

# Short Trips at a Glance



## What is a short trip?

A short trip is a trip that lasts three days or less, takes place outside of your normal troop meeting time or place, and occurs outside of your city or town.

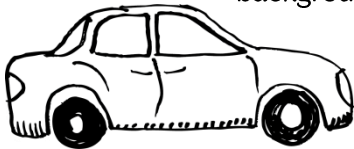
## Who can participate?

Girls of all levels can participate in short trips. Daisies can take trips in the city, Brownies can travel in the state, Juniors can travel in the region, and Cadettes and older can travel 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 on all overnights.

- 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 short trips.

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



- 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.

For overnight short 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

- Short Trip Application: Submitted to council at least three weeks before the trip (GSSoAz Website)
  - 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
  - Needed on a case by case basis depending on the nature of the trip



- 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:
<b>Daisy</b>	6	1-4
<b>Brownie</b>	12	1-6
<b>Junior</b>	16	1-8
<b>Cadette</b>	20	1-10
<b>Senior</b>	24	1-12
<b>Ambassador</b>	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' 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 short trip, please see the Let's Go! Short Trip Packet available on the Volunteer Toolkit

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

