

**Submit at least two months prior to departure to the service unit trip approval designee:** Any **overnight** trip outside of the Council region\* and any trip that lasts **3 nights without a holiday** or more within the Council region which includes DE, Washington DC, KY, MD, OH, PA, VA, and WV, North East NC (our council boundary).  
**Submit at least one year before departure:** Any international trip.\*

\*Upon initial endorsement by the service unit program consultant, this form is to be submitted to the Council by service unit trip approval designee to [customercare@gscoc.org](mailto:customercare@gscoc.org) for final approval.

Service Unit#      Troop/Group#      GS Level Daisy Brownie Junior Cadette Senior Ambassador

**Participant Information: # Registered Girls      # Registered Adults      Leader/Advisor Name**

Email      Phone

Address

Trip Start Date (      ) Start Time (      ) Trip Return Date (      ) Return Time (      )      # Nights

Trip Destination(s) Location and Address

Emergency Contact Name      Phone

**Minimum of Two Certified Adults in Attendance**

Provide the names of the adults who will be attending the trip who have taken the following:

Requirements	Name of Adult
First adult who has completed all required training and is attending	
Second adult who has completed all required training and is attending	
Adult who has taken Outdoor 1 or Outdoor I and II (required for overnights). If N/A, check: <input type="checkbox"/>	
First-Aider (must be registered GS). <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2	
Type of First Aid CPR Certification      Expiration Date	

<b>List type(s) of accommodations.</b>	
<b>List type(s) of transportation.</b> Note: All chartered/borrowed vehicles require a Certificate of Insurance. Check the <a href="#">approved vendor list</a> before submitting a <a href="#">request form</a> .	
<b>List all activities to be conducted.</b> Any contracts or liability waivers/awareness of risk forms are to be emailed to <a href="mailto:customercare@gscoc.org">customercare@gscoc.org</a> for the Council's Volunteer Support team to review. Review and follow <a href="#">Safety Activity Checkpoints</a> for each activity.	
<b>If swimming, explain where</b> (e.g., in backyard pool, hotel/cruise ship pool, open water). Requires a lifeguard to be on duty.	
<b>If boating, list craft type</b> (e.g., raft, canoe, kayak, etc.) <b>and water type</b> (e.g., flatwater, moving water, ocean/bay, etc.). Requires a certified guide or instructor.	

**Certified/qualified adults who will be supervising the activities stated above.**

Activity	Certified/Qualified Adult Name	Type of Certification	Expiration Date

Check here if any activities will be conducted through contracting an individual or company providing equipment, instructors, supervision or program (e.g., guides, outfitters, touring company, livery, rental agency, etc.). A Certificate of Insurance is to be obtained for each company as soon as possible, but no later than at least two weeks prior to trip.

**Specific activities and name of contracted individual/company:**

<b>BUDGET</b>			
<b>Income</b>		<b>Expense</b>	
Troop Treasury	\$	Transportation	\$
Fall Product Program	\$	Girl/Adult Insurance	\$
Cookie Program	\$	Accommodations	\$
From Caregivers	\$	Entertainment (tickets, etc.)	\$
Money Earning #1	\$	Food/Meals	\$
Money Earning #2	\$	Emergency Money	\$
Other*	\$	Spending Money	\$
<b>Total Income</b>	<b>\$</b>	<b>Other*</b>	<b>\$</b>
		<b>Total Expense</b>	<b>\$</b>
<b>Total Cost per Girl</b>	<b>\$</b>	<b>Cost per Girl that Family Pays</b>	<b>\$</b>
<b>Total Cost per Adult</b>	<b>\$</b>	<b>Cost per Adult that Adult Pays</b>	<b>\$</b>

*Describe "other" expenses and income	
How are you ensuring this trip is affordable to all girls in the troop/group?	
Are the majority of girl troop members attending <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, has a comparable trip been planned for those unable to attend? <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe your comparable trip plan.	

**Checklist for Trip Approval**

- Participant list – names of all girls and adults attending (submit along with this form).
- Detailed trip itinerary – list all locations and activities (submit along with this form).
- [Insurance Order form](#) and payment (submit along with trip approval confirmation at least two weeks prior to trip). If not submitted before deadline, the order may not be processed, which will delay trip approval.
- Copy of rental agreement or vehicle rental receipt for hired vehicles and other contracts/agreements (if applies to your trip).
- Check approved vendor list or submit a [Certificate of Insurance Request form](#) if certificate of insurance is required for your trip/activities.

### Agreement

I am aware of applicable Girl Scouts of the Colonial Coast and GSUSA policies, standards and procedures found in current versions of [Safety Activity Checkpoints](#), [Volunteer Essentials](#) and [The Girl Scout Guide to Global Travel](#) and agree to follow them.

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 Girl Scouts of the Colonial Coast takes every safety and preventative precaution, Girl Scouts of the Colonial Coast can in no way warrant that COVID-19 infection will not occur through participation in Girl Scouts of the Colonial Coast programs.

Printed Name of Troop/Trip Leader

Signature

Date

### Trip Endorsement and Approval

**Service Unit Program Consultant** – proved initial endorsement of trips.

Endorsed    Not Endorsed

Comments:

Date emailed to the Council at [customercare@gsgccc.org](mailto:customercare@gsgccc.org) for final approval

Printed Name of SU Program Consultant

Signature

Date

**Council Use Only** – provides final approval for trips.

Approved     Not Approved

Comments:

Date emailed approval status to troop/trip leader and SU program consultant.

Date recorded in National/International Trip spreadsheet.

Printed Name of Council Staff

Signature

Date