



Girl Scouts of Eastern Pennsylvania Troop Trip Application

Any gathering that is outside your regular meeting place and time is considered a trip and should be approved accordingly (Service unit events and cookie booths are exempt from this requirement). Submit to your service unit two weeks prior to trip. Refer to the Troop Trip Requirements or the GSEP Trip Guide for information regarding what requirements must be met for this trip.

Section 1-Trip Activity Information		Day Trip	Overnight Trip
Today's Date	Troop No.:	Service Unit:	
Trip Leader Name:			
Phone:	Email:		

Number of Participants					
Daisy	Brownie	Junior	Cadette	Senior	Ambassador
Names of Cleared and Registered Adults:					
Non-Members: Adults			Children		

Certifications and Training (as required)		
Name	Certification/Training	Date Taken
	First Aid/CPR	
	Indoor Overnight Skills	
	Outdoor Skills	
	Other	

Emergency Contact Information	
At Home Emergency Contact:	Phone Number:
Trip Leader:	Cell Phone:

Section 2-Trip Activity Information	
Trip Destination:	
Trip Departure Date:	Trip Return Date:
Trip Itinerary: Please list major activities girls will do. Refer to GSEP Safety Activity Checkpoints for additional requirements. Asterisk (*) any high-risk activities. Attach additional sheets as necessary.	
Day 1:	
Day 2:	
Day 3:	
Are there high risk activities on this trip? Yes No	
If yes, then...	Have high risk activities been reviewed with parents?
	COI(s) on file or submitted?
	Additional Insurance purchased if required by Safety Activity Checkpoints.

Section 3-Transportation	
Type of Transportation planned:	
Bus	Certificate of Insurance on file of submitted.
Plane	Airline and flight No.
Boat	Certificate of Insurance on file of submitted.
Train	
Car	
Van (10 passenger or less)	
Van (12 passenger with CDL Driver)	
	Volunteer Driver Form on file.

Section 4-Lodging (Overnight Only)	
Lodging: Please list the name and address of where you will be staying. Must provide separate sleeping quarters and restrooms for males on trip.	
Night 1:	COI on file? Yes No Not Required
Night 2:	COI on file? Yes No Not Required
Night 3: (holiday weekend or summer months only)	COI on file? Yes No Not Required

Section 5-Money	
Trip Cost:	
Troop Contribution	Total \$
Family Contribution	Total \$
Total cost of trip	\$

Section 6-Trip Approval	
Trip Leader Statement of Compliance: Verify that all statements below are true.	
	GSUSA and GSEP health, safety, and emergency procedures have been reviewed and are being followed.
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	Families are informed of the costs associated with this trip and what costs they are responsible for.
	Appropriate permissions (including health history forms and permission slips) have been obtained for each girl and will be carried by the Trip Leader or First Aider at all times.
	Our group will conduct ourselves as a positive representative of Girl Scouts.
	All adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
	All adult chaperones are registered and cleared per GSEP policy.
Trip Leader Signature:	Date:
Service Unit Manager/Trip Advisor Signature:	Date: