girl scouts of eastern missouri

TROOP TRIP APPLICATION

(FOR TRIPS OF MORE THAN ONE DAY)

Date submitted: _____Troop #: _____ District: _____ Neighborhood: _____

Level (circle one): Brownie Junior Cadette Senior Ambassador

Trip leader:_____

Street address: _____

City/State/Zip: _____

Day phone: _____ Evening phone: _____

Email: _____

For Office Use Only

Date received: _____

Tentative approval: _____

Approval: _____

Rejected: _____

Comments:

_____

_____

Trip information and planning

Purpose of trip: _____

Destination: _____

Departure date: _____ Return date: _____ No. of adults accompanying: _____

No. of girls participating: _____ Ages: _____

No. of girls registered in troop: _____ Parents have been informed and support has been obtained: yes _____no_____

Girls' part in planning: _____

Parents' part in planning: _____

Previous trip location:_____ Date:_____

Trip activities

Please check *Safety Activity Checkpoints and Volunteer Essentials* available online at *girlscoutsem.org* and note activities that require certification and adults with additional training

_____ Camping _____ Swimming _____ Boating _____ Other (specify) _____

Transportation

Please check *Safety Activity Checkpoints* and *Volunteer Essentials* available online at *girlscoutsem.org*

_____ Car _____ Van _____ Bus _____ Train _____ Ship _____ Airplane ____ Other (specify): _____

If commercial vehicle:	Company name: _____ Phone : _____ Address: _____ City/State/Zip: _____

Required: Chartered buses must meet Public Service Commission regulations and all contracts or agreements must be approved by the Senior Director, Girl and Adult Development prior to your trip. Please check *Safety Activity Checkpoints* and *Volunteer Essentials* available online at *girlscoutsem.org*. 15-passenger vans are prohibited.

Adults (complete where applicable)

Required for all trips **MUST ATTACH COPY OF CHILD & ADULT CPR, AED AND FIRST AID CERTIFICATION** **Wilderness and Remote First Aid certification needed if more than 30 minutes away from EMS**	Certified First Aider/Child & Adult CPR and AED: _____ Address: _____ City/State/Zip: _____ Phone: _____ Date & Type of Certification: _____
Required for swimming **MUST ATTACH COPY OF LIFEGUARD CERTIFICATION** **The number of certified lifeguards is based upon the number of girls** **(Refer to *Safety Activity Checkpoints*, available online at *girlscoutsem.org*)**	Certified Lifeguard: _____ Address: _____ City/State/Zip: _____ Phone: _____ Date & Type of Certification: _____

Required for camping trips **MUST ATTACH COPY OF CERTIFICATION** **(Refer to *Volunteer Essentials* available online at *girlscoutsem.org*)**	Licensed Troop Camper: _____ Address: _____ City/State/Zip: _____ Phone: _____ Date & Type of Certification: _____
Other adults (list names and addresses) **Please use additional space for adult information if necessary**	Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Name: _____ Address: _____ City/State/Zip: _____ Phone: _____ Name: _____ Address: _____ City/State/Zip: _____ Phone: _____

Health forms/examinations and insurance

Please check *Safety Activity Checkpoints* and *Volunteer Essentials* available online at *girlscoutsem.org.*

Special note: The basic coverage insurance plan only covers girls participating in an approved Girl Scout activity lasting two consecutive nights or less. A third consecutive night is covered when one of the nights is a federal holiday, such as Memorial Day or Labor Day. This includes travel to and from the Girl Scout activity. Optional plans can be arranged by calling the Troop Trip Coordinator at Eastern Missouri.

Accommodations	**Budget**	**At-home emergency contact (available during entire time of trip)**
Type: _____	Approx. total cost $ _____	Name: _____
Name: _____	Cost per girl $ _____	Day phone: _____Evening phone: _____
Phone: _____	Amt. raised by troop $ _____	Relationship: _____
Street address: _____	How? _____	Address: _____
_____	_____	City/State/Zip: _____
City/State/Zip: _____	Plans for Adult Leaders' Finance: _____	**Neighborhood Manager or District Manager if the Trip Leader is the Neighborhood Manager:**
_____	_____	I have reviewed this application and endorse the plans with the following suggestions:_____
Does Eastern Missouri currently have a certificate of insurance (COI) on file for your overnight accommodations location? _____	**Required:** Troop money-earning projects must be approved by your Neighborhood Treasurer. **Note:** Troop should not make final payments for overnight accommodations, transportation, or for venues providing program/activity, until all paperwork is secured and approved by Council.	_____
_____		Name (print): _____
_____		Signature: _____ Date: _____
		Street Address: _____
		City/State/Zip: _____Phone:_____

Trip leader's signature: _____ Date: _____

(Trip leader: Please keep one copy and mail another copy to Girl Scouts of Eastern Missouri, Trip Coordinator, 2300 Ball Drive, St. Louis, MO 63146)

What's next?

Once the Trip Coordinator receives and processes your trip application, she will let you know what else (if anything) you need to submit for troop trip approval. Most likely, you will need to obtain a COI to take your trip. You can find Eastern Missouri COI guidelines, frequently asked questions (FAQ) and a COI example by going to girlscoutsem.org > Forms > Certificates of Insurance.

The Trip Coordinator will send troops going on trips of more than two nights a PD-10 Troop Trip Confirmation Form and Mutual of Omaha insurance information and enrollment forms. Those troops going by car and driving for at least four hours in a day and/or driving a distance of at least 240 miles in one day will also be sent the PD-6 Motor Vehicle Record Check form to be filled out and submitted for each driver.

Troops going on international trips should expect to receive the Permission to Travel with Minors form and will need to provide the Trip Coordinator with copies of passports or birth certificates for each traveler.

All trip-related questions can be directed to Ashley Todd, Trip Coordinator, at *atodd@girlscoutsem.org* or 314.592.2358.