



Girl Scouts—Totem Council

Form 2611

Application For Approval of Trips Lasting More Than Two (2) Nights

Procedure for Completion of Application: At least 6 weeks in advance (6 months if taking an international trip) the Troop/Group leader completes and gives this form to the Service Unit Manager for approval. The Service Unit Manager sends the original to the Girl Scouts - Totem Council Service Center for processing by membership staff. A copy of the form will be sent to the Troop/Group leader and the Service Unit Manager for your records. *(If planning on spending one or more nights in Canada, please also complete form #3250)* **Note:** Registered Girl Scouts are automatically covered for 2 nights or less (with a third consecutive night if one of the nights is a holiday) under the current **Basic Insurance Plan. Persons using this form must purchase additional insurance.**

Troop/Group Leader Name: _____	Date: _____
Mailing Address: _____	
_____ <small>Street</small>	_____ <small>City</small> _____ <small>State</small> _____ <small>Zip</small>
Email or fax: _____	Program Level: _____ Telephone: _____
Second Adult for Trip: _____	Affiliation: _____
Emergency contact at home: _____	_____
_____ <small>(Name)</small>	_____ <small>(Telephone)</small>

Girl Scout troop/group # _____ in service unit _____ is planning a trip to _____ (Destination)
on _____ (Date) and returning on _____ (Date) by _____ (Mode of transportation). # Adults _____ # Girls _____

What is the purpose of this trip? _____

Planned Girl Scout activities: _____

How are girls and adults involved in planning this trip? _____

Budget: How is this trip being funded? _____

Cost per person: _____ How are chaperone expenses being paid? _____

What fundraisers are planned? _____

First Aide: A **Level II First Aider** is required to be with the troop for all extended camping trips, 3 nights or more. A **Level II First Aider** requires a Red Cross "First Aid Responding to Emergencies" or equivalent. A **Level I First Aider** is required for troops staying in motels or home hospitality.

For Camping or Specialized Activities: REFER TO SAFETY WISE. If activities on the trip require supervision by an adult with specific training list these individuals below. Copies of all certifications (training card for Troop Camp Training or Trip & Travel) must be attached. **An adult with Troop Camp or Trip and Travel Training is required.**

Name of person with Troop Camp Training: _____ Training Date: _____

Name of person with Trip & Travel Training: _____ Training Date: _____

Name of person with Level I First Aid Certification: _____ Expiration Date: _____

Name of person with Level II First Aid Certification: _____ Expiration Date: _____

Name of person with Lifeguard Certification: _____ Expiration Date: _____

Name of person with Small Craft Certification: _____ Expiration Date: _____

Name of person with any specialized certification for this trip (skiing, horseback riding, etc.) _____

Transportation: For trips of 3 nights or more, Safety Wise requires that the driving record of all drivers is checked and there must be a relief driver for each car. Please have drivers complete Girl Scouts - Totem Council transportation cards. Verify driver licenses are current, vehicles are properly registered, and auto insurance is current. Verify auto insurance on any rental cars being used. Vehicle insurance is also available through the council office for rentals. If you are planning to charter a bus, you must work with the council office to select a bus company. **Check Safety Wise for additional information.**

Insurance: Additional Girl Scout insurance is needed for a trip 2 nights or more. Once council approval is given for the trip, the insurance application form must be completed and returned, with a check made out to Girl Scouts—Totem Council, to the council office in Seattle at least three weeks prior to the trip. Insurance forms are available at service centers.

Accommodations: The leader or designated person must inspect or obtain a first hand report of the site to assess any hazards, the suitability for site use, and to ensure local and state regulations related to drinking water, sanitation, fire, building, and waterfront are being observed. Leaders are responsible for following GSUSA, Safety Wise, and Totem Council policies relating to overnight trips.

Sleeping areas/buildings:	Fire/Emergency Security:	Water Supply/Sanitation Facilities:
<input type="checkbox"/> Adequate space	<input type="checkbox"/> Fire/Emergency equipment is available and is in good condition	<input type="checkbox"/> One toilet per 20 people
<input type="checkbox"/> 2 separate, easily accessible exits	<input type="checkbox"/> Emergency procedures are reviewed	<input type="checkbox"/> Handwashing stations, 1 per 20 people
<input type="checkbox"/> Working Smoke Detectors	<input type="checkbox"/> Good safety procedures are practiced	<input type="checkbox"/> Safe drinking water is available
		<input type="checkbox"/> Garbage collection system is in place.
Food Service (kitchen facilities):	Waterfront/Pool:	
<input type="checkbox"/> Perishable food can be kept chilled at 40° or less	<input type="checkbox"/> Water depth in swimming areas is indicated.	<input type="checkbox"/> Separate boating and swimming areas (or not taking place at the same time)
<input type="checkbox"/> Cleaning equipment can be stored separately from food.	<input type="checkbox"/> Swim area is free from hazards.	<input type="checkbox"/> Lifeguard equipment is readily available.
<input type="checkbox"/> Commercial kitchen is up to health codes.	<input type="checkbox"/> Diving is safe, or the area is posted "no diving"	<input type="checkbox"/> PFD's and boating safety equipment is available.
<input type="checkbox"/> Dishes can be washed, sanitized, & stored properly.	See Information regarding Certificates of Insurance Below.	

Hold Harmless Agreements: If you are participating in an activity that requires a waiver by Girl Scouts - Totem Council, the waiver (hold harmless) should be forwarded to your Community Services Manager **at least 1 month prior to the event** with written proof of the site or event company's level of liability insurance. Your Community Services Manager will work with the Deputy Director to resolve any issues raised by the Hold Harmless Agreement and to secure the necessary signature(s).

Certificates of Insurance: For events and activities at a site other than regular troop meetings or Council properties, GSUSA recommends participation be limited to those sites and events that carry at least \$1 million or more in liability insurance. When possible, Girl Scouts - Totem Council should be added as an additional insured to the site or event's insurance policy.

Signature of Leader or Adult in Charge of Event: _____ Date: _____

Reviewed by & signature of Service Unit Manager: _____ Date: _____

NOTE: Please attach the following documentation:

1. **A list of girls travelling on this trip. Include their name, mailing address, city, state, zip, & telephone.**
2. **A list of adults travelling on this trip. Include their name, mailing address, city, state, zip & telephone.**
3. **Trip Itinerary. Include dates, locations, emergency contacts (name, address, telephone) at each location.**

For Council Staff Use Only	
<input type="checkbox"/> Your Trip has been approved	<input type="checkbox"/> Your trip has not been approved.
Reasons for not approving trip: _____	
Council Staff Signature: _____ Date: _____	

Original copy kept by Totem Council

Copy to Service Unit Manager

Copy to Troop/Group Leader

Copy to Girl Scouts - Totem Council Emergency Staff Person

Trip Roster

Troop/Group # _____ Adult in Charge: _____ Event Dates: _____

List Adults Travelling with the troop/group

Name	Driver (Y/N)	Mailing Address	City & State	Telephone	Emergency Contact Name & Telephone

List Girls Travelling with the troop/group

Name	Mailing Address	City & State	Telephone	Parent's Name

Trip Itinerary

Dates	Location	Emergency Contact at Location (Name, address, telephone)

Trip Roster Continued

Troop/Group # _____ Adult in Charge: _____ Event Dates: _____

List Adults Travelling with the troop/group				
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Name	Mailing Address	City & State	Telephone	Emergency Contact Name & Telephone

List Girls Travelling with the troop/group				
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Name	Mailing Address	City & State	Telephone	Parent's Name

Trip Itinerary

Dates	Location	Emergency Contact at Location (Name, address, telephone)