

ACTIVITY AND/OR TRIP PERMISSION APPLICATION FOR A TROOP/GROUP

P1 - Troops/groups must have written permission from a council-authorized volunteer or employee to participate in the following activities:

- a. activities that involve travel outside the community
- b. camping activities, including backyard camping and camping at facilities not owned by the council
- c. programs that include human sexuality and related health issues
- d. activities that present a greater risk than usual to participants

A TRIP IS NOT APPROVED UNTIL YOU RECEIVE WRITTEN or E-MAILED APPROVAL.

Troop/group number:	Service unit:	Grade level:
Troop/group leaders accompanying girls:		
Day phone number: - -	Evening phone number: - -	
Cell phone number: #####-#####-#####	E-mail address: #####	
Number of registered girl members attending:		
Number of siblings attending: Female: Male:	Number of adults attending: Female: Male:	
Form of transportation:	If a van, is it a 15-passenger van? <input type="checkbox"/> Yes <input type="checkbox"/> No Year of van: #####	
How many cars? Vans? Buses?	Name of Bus Company:	
Date of departure:	Date of return:	

Briefly describe the activity and/or trip. If your activity/trip is overnight, please attach a detailed itinerary when submitting this form. Be sure to include lodging information, points of interest or events and the corresponding phone numbers.

	Date	Lodging, Point of Interest, Event, etc.	City, State	Phone Number
1				#####-#####-#####
2				#####-#####-#####
3				#####-#####-#####

Trips and activities should be designed as creative and fun ways to develop the three keys of leadership (discover, connect and take action). The 15 outcomes found in "Transforming Leadership" are the tangible results of the three keys. Which of the 15 outcomes are met as part of this activity and/or trip? Please check all that apply.

This trip enables girls to...

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|-----------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> develop a strong sense of self. | <input type="checkbox"/> advance diversity in a multicultural world. |
| <input type="checkbox"/> develop positive values. | <input type="checkbox"/> feel connected to their communities, locally and globally. |
| <input type="checkbox"/> gain practical life skills. | <input type="checkbox"/> identify community needs. |
| <input type="checkbox"/> seek challenges in the world. | <input type="checkbox"/> become resourceful problem solvers. |
| <input type="checkbox"/> develop critical thinking. | <input type="checkbox"/> advocate for themselves and others, locally and globally. |
| <input type="checkbox"/> develop healthy relationships. | <input type="checkbox"/> educate and inspire others to act. |
| <input type="checkbox"/> promote cooperation and team building. | <input type="checkbox"/> feel empowered to make a difference in the world. |
| <input type="checkbox"/> resolve conflicts. | |

Over →

Name of the emergency contact person not participating in the trip, the contact must have the names and phone numbers of girls' parents/guardians, phone numbers where you can be reached, and a copy of the Emergency Procedures (#1088).

Name:		
Address:		
City:	State:	Zip:
Day phone number: - -	Evening phone number: - -	
Cell phone number: - -		

Activities and trips require various training and certifications. Please indicate the training/certification information for your activity.

Name of adult with Basic I training:	Date of training:
Name of adult with Basic II training:	Date of training:
Name of adult with Basic III training: #####	Date of training:
Name of first-aider attending:	Expiration date for first aid training:
Type of first aid training (level 1/level 2):	
Name of adult with CPR training:	Expiration date of CPR training:
Name of adult with outdoor training:	Date of training:
Name of adult with hiker training:	Date of training:
Name of adult with backpacker training:	Date of training:
Name of adult with how to plan a group trip training:	Date of training:
Name of international trip mentor:	

Checklist: Please ensure that all appropriate arrangements have been made to ensure the safety of the girls and adults. Below is a list to remind event/trip coordinators of various safety checkpoints. Please ensure that all necessary arrangements for your event/trip have been made and put an "X" in the box for each item that is completed.

PERMISSION AND HEALTH EXAMINATIONS

- Written permission has been obtained from parents/guardians.
- A complete health history has been signed by the parent/guardian for each child.
- For trips longer than three days, a record of a health examination given within 24 months of the trip has been obtained from each child.
- For sensitive issues, the Application for Council Permission for Programs That Include Human Sexuality (#2223) has been submitted and approved by program and membership officer and the Guidelines for Programs That Include Human Sexuality (#2222) have been followed.
- For travel to the Juliette Gordon Low Birthplace in Savannah, Georgia, the required reservations and additional approval have been obtained.

LEADERSHIP

- Activities requiring adults to have specific certifications or skills should be directed by those adults who meet the qualifications. (See *Safety-Wise Activity Checkpoints*.)
- Adults who will be spending the night in a hotel room without an 01 or 02 present have had a background check.

TRANSPORTATION

- For all drivers the vehicle inspection, insurance and licenses have been verified; all drivers have had a background check.
- The troop/group leader has read and followed the "Transporting Girls" section (pages 45-49) of *Volunteer Essentials*.
- All drivers are adults with valid driver's licenses and insurance and have signed a copy of the "Safe Driver Pledge."
- Copies of contracts for leased/hired vehicles have been sent to the resource and development specialist at council headquarters.

INSURANCE

- For trips longer than two nights and three days, additional accident insurance arrangements have been made with the resource and development specialist **FOUR WEEKS IN ADVANCE OF THE TRIP.**
- I understand that swimming, even in a hotel pool, is not permitted unless a certified lifeguard is present and other safety swimming requirements have been met.

ADVENTURE OUTFITTERS AND STABLES

- Only parents/guardians may sign a release or hold harmless agreement for girl members.
- The provider is on the list of council-approved adventure outfitters or stables.

EMERGENCY PROCEDURES

- The troop/group leader has reviewed the emergency procedures.
- The troop/group leader has a copy of and has read the Emergency Procedures (#1088).
- The emergency contact person has the following: names and phone numbers of girls' parents/guardians, phone numbers where you can be reached, and a copy of the Emergency Procedures (#1088).
- The name and phone number of the troop/group emergency contact person has been given to parents/guardians.
- For out-of-country trips, a list of participants' names, addresses, phone numbers, passport numbers, and parents' names, addresses, and emergency phone numbers is attached.

CABIN CAMPING

- I understand that all participants must sleep in a multipurpose building or bunkhouse.
- I understand that all cooking must be done indoors on standard electric/gas stoves (not camp stoves).
- I understand that we may not light or maintain campfires.

Signature of person completing form:

By signing below, I attest that the required safety protocols for the trip/event have been met and that the application is accurate and complete to the best of my ability.

Signature:	Date:
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Approvals:

Please forward this document, in its entirety to the individual **within your service unit** authorized to approve trips. Without this individuals signature it cannot be moved forward.

Two (2) weeks processing is required for *in community boundary camping and other high risk activities*.
 Four (4) weeks processing is required for trips *out-of-council/community boundary activities/trips/camping*.
 Eight (8) weeks processing is required for *out-of-country trips/camping*.

This gives permission to Troop _____ to go to _____ on (date) _____.

Authorized service unit representative signature:	Date:
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If the trip is an out-of-council/community boundaries, camping or high risk activity, the service unit representative will forward this to:

Volunteer Services Manager (southwest) signature:	Date:
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If the trip is out-of-country, the Volunteer Service Manager (southwest) will forward this to:

Program and Membership Officer signature:	Date:
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