

Girl Scouts of the Delaware-Raritan, Inc.
GUIDELINE PROCEDURES FOR TROOP TRIPS

Approval must be obtained before taking any Girl Scout troop trip. All approved trips must be forwarded to the Council Service Center to be kept on file. Only approved trips may use Girl Scout funds and are covered by insurance. Service Unit trips must be approved by Council.

Type of Trip	Procedures
<p><u>LOW RISK</u> Day Trips or activities, which do NOT include the use of rented or leased vehicles.</p> <p><i>(See Page 52 of Safety-Wise for information regarding Transportation and Travel.)</i></p> <p>**Consultants are to forward white copy to Council one week prior to low risk trip.</p>	<ol style="list-style-type: none"> 1) Consult <i>SAFETY-WISE</i> for activity check points, responsibilities and be sure that the 'adult in charge of activity' has the required training. 2) Provide ALL information requested on Troop Trip Form. Obtain First-Aider, prior to submitting form. If assistance is needed, please call your Troop Consultant or Leadership Development Manager. 3) Plan 2 Insurance must be purchased for any non-registered individuals attending a trip or activity, <u>low or high risk</u>. 4) Obtain written parent permission slips with emergency and medical information for girls to attend trip. 5) Forward Troop Trip Form to Troop Consultant for review and approval, a minimum of two weeks prior to troop trip/activity. ** 6) Once approval for your trip is received, you may continue planning the trip with the girls in your troop. Yellow copy will be provided to leader, Pink copy kept in the Service Unit, and White copy is forwarded to Council one week prior to trip. 7) Review Safety tips with drivers, page 58 in <i>Safety-Wise</i>, and make sure to choose responsible drivers with valid license and insurance.
<p><u>HIGH RISK</u> Day Trips, Sensitive Issues Programs, Overnights, Extended trips, including trips in which a rented or leased vehicle or vessel needs to be contracted.</p> <p>High Risk Trips: Activities that require specialized skills, training, equipment, and supervision to participate. These include but are not limited to: <i>Water Activities</i> (Swimming, boating, etc...) <i>Winter Activities</i> (Skiing/snowboarding, ice skating, sledding, etc...) <i>Horseback Riding</i> <i>In-line/Roller-skating</i> <i>Hiking/Camping/Overnights</i></p>	<ol style="list-style-type: none"> 1) Consult <i>SAFETY-WISE</i> for activity check points, responsibilities and be sure that the 'adult in charge of activity' has the required training. <i>If you have questions or not sure please call your Troop Consultant or Leadership Development Manager.</i> 2) Provide ALL information requested on Troop Trip Form that is applicable. Obtain a First-Aider, Lifeguard, or Troop Camper, along with Certificate of Insurance (if needed) prior to submitting form. If assistance is needed, please call your Troop Consultant or Leadership Development Manager. 3) Forward Troop Trip Form to Troop Consultant for review and signature. Forms must be received by Council <u>4 weeks prior</u> to High Risk Trip, Overnights, or Sensitive Issue Program; <u>6 weeks prior</u> for Camping trips. ONLY A LDM CAN GIVE APPROVAL FOR A HIGH RISK TRIP. 4) Once reviewed and signature is obtained from Troop Consultant, Troop Trip Form is forwarded to Leadership Development Manager at Council for APPROVAL a minimum of <u>4 weeks</u> for High Risk, Overnights, or Sensitive Issue Programs; and <u>6 weeks</u> for Camping trips. Only a LDM can give approval for a high risk trip. 5) Plan 2 Insurance must be purchased for attending non-registered girls and adults. 6) Leadership Development Manager will review and return approved Troop Trip Forms. (Yellow copy to Leader; and Pink Copy to Service Unit.)