



Date:	_____
Service Unit:	_____
Troop/Group:	_____
Program Level:	D B J C S A

Girl Scouts of Central Texas

Troop/Group Travel, Overnight, and Extended Application

Submit the application, a complete Participant Travel Roster, and required certifications to your Service Unit Director three weeks before travel. SUD **must** turn in travel application packet to Membership Development Executive (MDE) two weeks before travel. *Note: applications for national and international are due to SUD ten weeks in advance, SUD will forward to MDE no later than eight weeks in advance of travel.*

This form does not take the place of the Intent to Travel for national and international trips.

ACTIVITY (Choose all that apply)

- Travel will meet Girl Scout educational expectations as defined by GSLE 15 outcomes** (see *Volunteer Essentials, Ch. 2* for a complete list)
- Day Trip:** Travel destination is more than 100 miles one way from troop meeting place.
- Overnight stays:** Girls staying past midnight, on a tour for more than 24 hours, overnight, and/or camping.
 - Building a fire Local State Regional National International
- High Risk Activities:** requires certification Water sport Horses Rock Climbing Other _____

CERTIFICATIONS (Attach copies of cards)

- First Aid/CPR**
 - Advanced First Aid Responder (if applicable to trip)*
- Let's GO! 1: Out & About:** Day trips staying out past midnight; or an overnight up to two nights with no outdoor cooking involved.
- Let's GO! 2: Fire, Food, & Fun:** Indoor camping and building a campfire.
- Let's GO! 3: Outdoor Skills:** Outdoor camping – tent, cabin, or platform, and outdoor cooking. One to two nights.
- Let's GO! 1, 2, & 3:** (This course covers everything in Out & About, Fire, Food & Fun, and Outdoor Skills)
- Let's GO! Extra Mile:** Travel more than 2 nights/3days – within state, regional, national, or international.
- Chaperone:** All adults traveling with troop/group have completed this course.

TRAVEL REQUIREMENTS

- I have read and agree to abide by all Safety Activity Checkpoint requirements, and Council policies as listed in *Volunteer Essentials*.
- I have received parent permission forms all girls on this trip, as applicable.
- I have verified that all adult participants have a current Criminal Background Check on file with GSCTX.
- I have verified that all drivers are licensed, and vehicles are registered and insured according to state requirements.
- For trips more than 3 or more nights/out of state, national, international – Extended Trip Insurance will be purchased once the TTA is approved.
- For non-members attending, troop/group will purchase non-member insurance if needed.

EVENT/ACTIVITY AND DESTINATION INFORMATION

If more than one destination of more than two nights, create and attach a travel itinerary that includes travel information, arrival/departure dates, names of all facilities, addresses, and phone numbers.

Start Date & Time: _____ End Date & Time: _____ Total # nights: _____

Primary Activity: _____

Secondary Activities: _____

Name of Facility/Place: _____ Phone: _____

Facility Address: _____

Travel by: Parent Drop off/Pick up at Location: _____

Departure location: _____

Private Vehicles – how many? _____ Rental vehicle _____

PARTICIPANT NUMBERS AND ROSTER

Number of registered Girl Scouts attending: Girls _____ Adult Females _____ Adult Males _____

Number of non-members attending: Girls _____ Adult Females _____ Adult Males _____

Attached is the participation/travel roster listing all girls and adults attending the trip; include emergency contact information.

TROOP/GROUP ADULT CONTACT INFORMATION

Adults in charge:

Leader/Adult: _____ Best Phone #: _____

Email: _____

Other Adult: _____ Cell phone on trip: _____

Troop/Group Emergency Contact: (This individual is not attending and will have a copy of the troop itinerary.)

Name: _____ Best Phone #: _____

Email: _____

SIGNATURES

_____	_____	_____
Adult in Charge Name (Print)	Signature	Date
_____	_____	_____
SUD Name (Print)	Signature	Date
_____	_____	_____
Council Representative Name (Print)	Signature	Date