

Troop Travel Application – General Information

Before planning a trip, and prior to submitting the Troop Travel Application, reviewing [Safety Activity Checkpoints](#) is a must to confirm activities planned for the trip are approved activities. If you have questions about activity certifications, (what counts as an equivalent certification or equivalent experience) or questions about site certification please complete the *Contact Us* form, <http://www.gsctx.org/ContactUs>, prior to submitting the TTA form. Also [Volunteer Essentials](#) should be reviewed for safety wise ratios, certifications, and other important information needed for an approved trip.

The Troop Travel Applications is generally submitted by a troop leader or other volunteer. The Service Unit Director will be notified via email when the forms are received by GSCTX and again when they are processed. There will be minimum of a 3-day waiting period between initial submission and final approval which allows the Service Unit Director time to review and weigh-in. Service Unit Directors can reply to email notification if they need to provide feedback or reach out to Customer Care.

[Troop Travel Application \(TTA\)](#) – this form captures all the pertinent information regarding any GSCTX council events in which all troops attending have been instructed they need to fill out a TTA, day trips more than 100 miles from the troop meeting place (including national/international travel), trips outside the state of Texas, any overnight activities, or any high-risk activities. **Note:** For the purposes of the TTA, a High-Risk activity is any activity in Safety Activity Checkpoints (SAC) that requires Council approval.

For non-international travel, submit the Troop Travel Application **at least 2 (two) weeks prior** to the start date of the trip, applications submitted less than two weeks in advance of the trip start date run the risk of not being approved in time for the trip. GSUSA Guide to U.S. Travel: <http://forgirls.girlscouts.org/travel/resources/guide-to-U.S.-travel/>

For international travel, submit the Troop Travel Application **at least 2 (two) weeks prior** to the start date of the trip. Please do not submit earlier than 12 weeks (3 months) prior to the trip. GSCTX no longer requires extensive advance notice for international trips (previously, an “Intent to Travel” needed to be submitted well in advance – this form is no longer being used). GSUSA Global Travel Toolkit: <http://forgirls.girlscouts.org/travel/resources/global-travel-toolkit/>

Service Unit Directors will be notified when the application is submitted to GSCTX and again when the application has been approved.* Each TTA will have a minimum of a 3-day waiting period between initial submission and final approval in order to allow Service Unit Directors time to review the TTA and weigh-in.

Service Unit Campout TTAs - When the Troop Travel Application is for a Service Unit campout each troop leader should submit their own TTA rather than having one TTA for all troops participating in the campout. When TTAs are submitted individually and problems occur, it doesn't delay any other troops receiving approval.

What GSCTX does with the Troop Travel Application - GSCTX will verify that both girls and adults listed on the roster are registered, that all adult have a current Criminal Background Checks (CBC) on file, and that proper ratios are being followed. [Supplemental insurance](#) must be purchased for trips that have non-members on the roster or are more than 3 nights in duration. [Tagalong waiver forms](#)** , if needed, are also to be attached to this application.

All Girl Scout activities should serve the Girl Scout Mission. Service Unit Directors can offer valuable information regarding planning troop trips, check with yours if you need further trip resources.

Changes to Troop Travel Applications – the Troop Travel Application form can be resubmitted, or a new roster can be sent separately by emailing it to customercare@gsectx.org. However, updates to the form and/or roster will not be guaranteed to be processed and approved if submitted less than three (3) business days before the start of the trip.

*** Note: Service Units may use a generic e email address for email notifications for TTAs.** To request a generic email address to be used for this purpose the Service Unit Director can submit the request with the following information: Service Unit name, Service Unit number, and the generic email address to be used for TTA notifications from GSCTX. Go to www.gsectx.org/contactus and complete the Contact Us form to make a request.

**** Note: Tag-A-Longs/Tagalongs/Tag-alongs**

A tagalong is defined as a minor child, under the age of 18, (sibling, friend, etc.) that does not meet the specific gender and/or grade level requirements for the event (is not eligible to participate) OR who does not wish to participate, regardless of eligibility. Tagalongs detract from the needs and interests of girls participating in the Girl Scout program; therefore, tagalongs can only attend Service Unit, Council, or Camp events with the approval of their Service Unit Director or Program Director. A babysitting unit is not mandatory at a Service Unit, Council, or Camp event but may be provided at the discretion of the Service Unit Director or Program Director. Please refer to [GSCTX Policy 2](#) for more information.

The TTA Roster Non-Member Children section asks “Will child participate in activities on this trip? If the answer is "No" please attach a [Tagalong Waiver](#) with application”. It then states “A Tagalong is defined as a minor child, under the age of 18, that cannot or will not participate in activities. If a minor child is a [tagalong a release of liability](#) must be submitted.”

Completing the Troop Travel Application Roster

Please fill out the [Troop Travel Application Roster](#) **before** working on the TTA Form – When completing the TTA Form you will be asked to attach the completed Roster.

- Export documents from Google (if you are using Google Sheets) to Excel to complete roster
- Troop Number(s); SU name and number; event date(s)
- **Adult Member Section of Roster**
- Adult member names going on trip
 - Email address; CBC Y or N; Driver Y or N
- **Girl Member Section of Roster**
- Girl member names going on trip
 - Parent email address; parent phone number; troop number
- **Non-member Adult Section of Roster**
- Non-member adult names going on trip
 - Email address; phone number; CBC Y or N
- **Non-member Children Section of Roster**
- Non-member children names going on trip
 - Parent Name; parent email address; Will child participate in program activities? - Y or N - If the answer is “No” then a Tagalong Waiver is needed. A parent completes and signs Tagalong Waiver and returns it to the person filling out the TTA

Information needed to complete the Troop Travel Application (TTA)

First Section of Troop Travel Application

- Yes / No Questions
 - Is this trip taking place in the next three months?
 - Is this a GSCTX council event (may or may not include an overnight) in which all troops attending have been instructed they need to fill out a TTA in order to attend?
 - GSCTX Council Events that require troops to submit a TTA
 - Is this a day trip more than 100 miles from the troop meeting place?
 - National or International Travel – If yes – Do you want to be put in touch with Girl Scouts or Guides at destination? [note explains NOT to fill out TTA if travel is more than 2 months away]
 - Day trip with travel destination more than 100 miles from meeting place
 - Is overnight stay later than midnight or more than 24 hours
 - Are there high-risk activities where certification is required
 - Will high-risk activity take place on GSCTX property, camp, or service center or is it already an approved GSCTX site? If not, attach high risk certification

Event/Activity/Destination Information Section

- List Troops that are traveling
- Service Unit name and number (drop down pick list)
- Choose Program levels
 - D, B, J, C, S, A
 - Adults, Tagalongs, Non-member children
- Program grade level
- Description of primary and secondary activities
- Start date, start time, end date, end time – **This must be changed to start and end dates of trip**
- Total number of nights
- Name of facility/place for day trip or overnight
- Type of Facility for overnight
 - Campground
 - Hotel/Motel
 - Airbnb/private rentals – [See pgs. 170/171 of Safety Activity Check points](#) – Attach documentation of liability insurance from host which covers premises for commercial use, with a minimum of \$1,000,000 General Liability insurance.
 - Other – Add information about site when Other is checked
- Address of facility/place
- Complex itinerary - add details in box and/or upload a document

Participant Numbers and Roster Section

- Number of Girl members attending
- Number of non-member children attending (not tagalongs)
- Number of tagalongs attending
- Number of registered adult females attending
- Number of non-registered adult females attending
- Number of registered adult males attending
- Number of non-registered adult males attending
- Total number attending – **This number should match the total on the TTA Roster**
- Completed Troop Travel Roster (attach document to form)

- Attach Tagalong Waiver(s) – Attach waivers here for any Tagalongs attending
- First Leader/Adult (person completing the form) – Contact name; email address; phone number
- Second Leader/Adult – Contact name; email address; phone number
- At home Emergency Contact – primary and secondary phone numbers and email address

Training Certifications Section – this section will not appear for those who ONLY check that it’s a council event requiring a TTA and nothings else applies (100 miles, overnight, etc.)

Note: If you have questions about activity certifications (what counts as an equivalent certification or equivalent experience) or about site certification, please complete the [Contact Us form](#), prior to submitting the TTA form.

- Names and descriptions of types of Training Certifications often required for travel – for more information see Volunteer Essentials -- search for “Training”
 - CPR/AED and First Aid
 - Let’s GO! 1 – Out and About
 - Let’s GO! 2 – Fire, Food, and Fun!
 - Let’s GO! 3 – Outdoor Skills
 - Let’s GO! The Extra Mile
 - Let’s GO! 1 – Out and About Recertification
 - Let's GO! 1, 2, 3
 - Chaperone Training
- Name of Person that is FA/CPR Certified
- Attach FA/CPR certification (submit once a year)
- Check boxes for all required trainings
- Name and email address of volunteer who is certified
- Attach additional certification(s) – as needed

Agreements and Electronic Signatures

- Add any other information about the trip in the box provided
- Check all boxes about trip to show you agree
- Signature
- Date
- Submit Form