



Overnight Troop Trip Request (Two nights or less, other than Camp Marydale)

1. Review *Safety-Wise*, "Trips" section before applying.
2. Complete this application. Attach a copy of the parent permission form that will be distributed to parents.
3. Submit completed form and attachments to your service unit team for review. The signed form is then submitted to your Membership Specialist to be filed. In the absence of a team, the form is submitted directly to the Membership Specialist.
4. The expenses of the trip should be recorded on the year-end troop financial report.
5. Troop trips will not be approved for any trip not following *Safety-Wise* guidelines.
6. Council approval is required for all trips using hired or leased vehicles.
7. If the trip involves using hired or leased vehicles, the council will send the leader a "hired/leased vehicle" packet.
8. The troop leader should not sign any contractual agreement until she/he has received notification of approval.
9. Use only those companies on the council's approved list.

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|--------------------------------------|------|---------------------------------|-----|----------------------------|
| Troop Information | | | | |
| Troop Number: _____ | | Age Level: _____ | | Service Unit Number: _____ |
| Leader in charge: _____ | | | | |
| Address: _____ | | | | |
| Street | City | State | Zip | |
| Day Telephone Number: _____ | | Evening Telephone Number: _____ | | |
| Assistant Troop Leader's Name: _____ | | | | |
| Day Telephone Number: _____ | | Evening Telephone Number: _____ | | |

| | | | | |
|--|-------------|-----------------------------------|-----------------|-----------------------|
| Trip Information | | | | |
| Dates: ___/___/___ | | To ___/___/___ Destination: _____ | | |
| Purpose of Trip: _____ | | | | |
| How your trip will be financed: _____ | | | | |
| _____ | | | | |
| # Girls: _____ | Ages: _____ | Grades: _____ | # Adults: _____ | Non GS Members: _____ |
| First Aider-attach copy of certification: _____ | | | | expires: _____ |
| Life Guard (if applicable)-attach copy of certification: _____ | | | | expires: _____ |
| Describe any planned water activities: _____ | | | | |

| | | | | |
|--|------------|-----------------|-----------------|--|
| Transportation Information | | | | |
| Hired/Leased: | Bus: _____ | Van: _____ | Other: _____ | |
| Public: | Bus: _____ | Train: _____ | Airplane: _____ | |
| Private cars: ___ Yes ___ No | | How Many? _____ | | |
| Other Methods of transportation: _____ | | | | |

If you are planning to use any kind of leased vehicle or vehicle for hire, contact your Girl Scouts - Audubon Council Membership Specialist before making any arrangements.

Private Car Information

List: make, model, and year of each vehicle; number of passengers, owner's name, driver's name (if other than owner) and number of seat belts:

Lodging Information

Name and Location of lodging: _____

Describe Facilities: _____

Telephone where you will receive messages: _____

Length of time required for emergency medical service to reach site: _____

ITINERARY

Date

Location

Activities Planned

Please contact any facility, which you plan to visit, and request copies of any form(s) that you or the parents of your girls may be expected to sign. Please attach copies of any required forms to this application. You may not accept liability on behalf of Girl Scouts - Audubon Council.

All vehicles MUST be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the State of Louisiana and the states in which travel will occur. Drivers licenses must be current.

I agree to check insurance coverage and drivers' licenses for each vehicle before departure.

Troop Leader's Signature

Date

I, _____, have completed the required leadership training courses and required outdoor
(Troop Leader's Name)
training course(s) as they apply to this trip. I will abide by all Standards and Guidelines in GSUSA's current
edition of *Safety Wise* and Girl Scouts - Audubon Council's standards and policies as they apply to this trip.

Signature

Date

Girl Representative Signature

Date

Troop Consultant Signature
(Indicates approval and verification of training)

Date

I, _____, have read this request and verify that applicable training has
(Authorized Service Unit Chair Signature)
been completed by at least one adult who will accompany this troop and all applicable *Safety Wise* standards
and guidelines as well as Girl Scouts - Audubon Council's Program Policies and Standards are being met.

Authorized Service Unit Chair Signature

Date

Comments:

Note: In the event there is no Team for your Service Unit or the Troop Leader is also the Authorized Service Unit
Chair, this must be approved by your Membership Specialist. An Authorized Service Unit Chair who is also a
troop leader may not approve a trip for her own troop.