



Girl Scouts - Audubon Council, Inc.
Extended Troop Trip— More than 2 nights, within Continental U.S.
“Intent to Travel” – Part A

Keep this page for your records

PLANNING

It is recommended that extended travel be limited to Junior, Cadette and Senior Girl Scout Troops
The following guidelines have been set to ensure the safety of you and your Girl Scouts while planning and carrying out an extended troop trip. The timelines set for you will help to encourage thorough planning and ensure that your girls are prepared for a trip of this magnitude. Involve your troop in all aspect of the planning and application process. You may even want to make copies of the forms and have your Girl Scouts fill them out with you. This can be a valuable learning experience for Cadette and Senior Girl Scouts.

Please note that any trip lasting longer than three days and two nights requires more in depth planning and preparation in order to meet safety guidelines. Begin your planning by reading the “Planning Trips with Girl Scouts” chapter in *Safety-Wise*, Girl Scouts of the USA; current edition. Contact your Membership Specialist as soon as you begin making plans. Your Membership Specialist can help with budget planning and assessment of money earning plans.

It is of utmost importance that girls have other traveling experiences in advance, that the trip is appropriate for the age level and experience/maturity level of the girls. It is crucial to the learning process for girls to be involved in the planning process including budgeting.

INSURANCE

Girl Scout trips involving more than two (2) nights require the purchase of additional accident and sickness insurance coverage Plan 3E or 3P. The cost of this insurance is approximately 35 cents per person per day every day of the trip. (Cost is subject to change.), include the cost of this insurance in your planning budget. This is purchased directly from Mutual of Omaha, an appropriate form will be sent to you with Part B, please **DO NOT** send money with this form. Girl Scouts - Audubon Council will submit the necessary forms to Mutual of Omaha. We will be requesting information and payment from you at the time your final troop trip request is submitted, one month prior to your departure.

TRANSPORTATION

If you are planning to use a chartered bus, school bus, or leased vehicle, it is of utmost importance that you contact the Girl Scouts- Audubon Council Service Center in the early stages of planning. Only the Chief Executive Officer must sign contracts for these types of transportation. If applicable, the contract will be sent to you along with Part B.

OTHER

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

If you have questions or concerns, please contact the Girl Scouts - Audubon Council Service Center.

INSTRUCTIONS & TIMELINES

6 Months, or 1 Year Prior (see application for mileage guidelines)

_____ Complete and submit form P413, Extended Troop Trip Part A, attach the Proposed Budget Worksheet and Proposed Itinerary, include a copy of your first aide certification, and if applicable, a copy of lifesaving certification. Remember to have your application signed by an authorized member of your Service Unit Team before submitting to the council service center for approval. Upon approval, you will be sent from P413 Part B and, if applicable, a packet for using for hired or leased vehicles.

6 Weeks Prior

_____ Submit from P413 Part B, including your Final Itinerary and an accurate roster. This should be significantly more detailed than your proposed itinerary. Be specific especially on dates and times. Include flight number, bus routes, arrivals and departures, etc. Anyone should be able to locate you at any time during your trip.

_____ Submit copies of contracts for all leased/hired vehicles, if applicable. Please remember, only the council Chief Executive Officer may sign an agreement/contract for the rental or charter of vehicles, etc.

_____ Submit an application for additional insurance. Application available at the council service center. Insurance must be ordered for the entire length of your trip and for 100% of your participants. This will cover Girl Scout members and non-Girl Scout members against sickness and accidents, during your entire trip. You have two plans to choose from:

- ▶ Plan 3E—Considered secondary insurance because all participants should be covered by an individual policy.
- ▶ Plan 3P—Considered a primary policy because it covers all individual participants 100% against sickness and accidents. Recommended plan.

One Week Prior

_____ Contact your Membership Specialist with any follow-up information or last minute changes. The council must be notified for any changes in rosters whether adding or subtracting participants, prior to departure.

During Your Trip

_____ Notify your emergency contact of any major problems or changes along the way. Notify the council service center of any major incidents/accidents.

After Your Trip

_____ After you're home, sit down as a troop and review your trip. Give yourselves a fair evaluation and cite things that went well and things that could be improved. Please return your Post Trip Evaluation to your Membership Specialist within two weeks of your trip. And remember we are excited to hear about our experiences, don't hesitate to share what a great time you had!

_____ Send thank you cards/letters to any sponsoring people or organizations that helped you troop to reach their destination. **GIRL SCOUTS - AUDUBON COUNCIL**

Extended Troop Trip Part A—Intent to Travel

More than two nights, within the continental U.S.A.

Instructions: Application must be submitted in advance according to the following time frame:

1. Six months in advance—trips within the continental United States of three or more
2. Twelve months in advance—trips outside the continental United States.

Troop Information

Troop Number: _____ Service Unit Number: _____ Age Level: _____

Leader/Adult in charge: _____

Address:

Street City 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 will your trip 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: _____ How Many? _____
Other Methods of transportation: _____

***If you are planning to use any kind of leased vehicle or vehicle for hire, please contact
Girl Scouts - Audubon Council Service Center before making any arrangements.***

Required Endorsement:

Recommended for Travel: _____

Service Unit Authorized Signature _____ Date _____

For Council Use Only			
Received:	Approved:	Part B/Hired Leased Vehicle Packet sent:	Complete:

How will this trip help each girl become more self sufficient and reliable?

What activities are planned to help girls feel comfortable meeting the public they may encounter?

How are the girls being included in the planning and preparation for this trip? What leadership opportunities are being given to girls?

What plans, if any are there for service projects or community awareness in conjunction with this trip?

If yes, what? _____

Emergency Contact Person—Local-Name: _____

Address: _____

Street

City

Zip

Telephone Number:

Emergency Contact Person at Trip Destination-Name: _____

Address: _____

Street

City

Zip

Telephone Number:

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

Troop Leader's Signature Date

Girl Scout Representative Signature Date

Troop Consultant Signature indicates approval and verification of training). Date

Comments: _____

Director, Program Development Signature Date

GIRL SCOUTS - AUDUBON COUNCIL

Extended Troop Trip - Part A-Proposed Budget Worksheet

Troop Number: _____ Service Unit Number: _____ Age Level: _____

Estimated Number of Participants

Girls: _____ Ages: _____ Grades: _____ Age-Level: _____

Adults: _____ Non GS Members: _____

Expenses

Food: \$ _____

Hotel/Site Rental: \$ _____

Equipment Rental: \$ _____

Transportation:

Gasoline \$ _____

Air/Bus Fair \$ _____

Car Rental \$ _____

Insurance/participant: \$ _____
 (\$. ____ x ____ People x ____ days = ?)

Program:

Admission Fees \$ _____

Other Program Costs \$ _____

Postage/Phone/Printing \$ _____

First Aid Supplies: \$ _____

Miscellaneous:

_____ \$ _____

_____ \$ _____

Subtotal \$ _____

*Contingency Expenses: \$ _____

Total Expenses: \$ _____

Income

Money Earning Activities-

Troop Money Earning Request must be on file:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Donations:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Precipitant Fees

Girl Fees \$ _____

Adult Fees \$ _____

Other:

_____ \$ _____

_____ \$ _____

Total Income \$ _____

GIRL SCOUTS - AUDUBON COUNCIL

Extended Troop Trip Part B

More than two nights, within the continental U.S.A.

Instructions: Submit at least six weeks prior to departure date.

Please fill out completely. Be sure to notify your Membership Development Executive of any changes to this information before your departure. This information should be an "up to date", accurate itinerary of your trip.

Troop Information:

Troop Number: _____ Service Unit Number: _____

Trip Dates: ____/____/____ To ____/____/____

Destination: _____

Leader/Adult in charge: _____

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: _____

***If you are planning to use any kind of leased vehicle or vehicle for hire,
you must contact the Girl Scouts - Audubon Council Service Center
before making any arrangements.***

Transportation Information: Please check all that apply

_____ Hired or Leased Vehicle

_____ Bus: Company: _____

_____ Van: Company: _____ Type of Vehicle: _____

_____ Other: _____

GIRL SCOUTS - AUDUBON COUNCIL

Extended Troop Trip - Part B-Participant Roster

G = Girl

A= Adult

N = non-Girl Scout Member under 18

	G	Age-Level	A	N
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

_____ Private Car -*1 Rider per seatbelt

Make	Model/Year	# Seat Belts*	Owner/Drivers Name	Insurance Co.

_____ Public:

Bus #	Carrier From	Flight / To	Depart	Arrive
Bus				
Airplane				
Train				
Other				

Name and Address of Travel Agency/Agency (if used): _____
