



Application for Day Trips & Tours

THIS APPLICATION IS DUE ONE WEEK IN ADVANCE OF TRIP.

Instructions: This application is for trips or tours that troops plan to take out of town or away from their regular meeting locations for the day. Send to the council office before the event according to trip guidelines in the Safety Activity Checkpoints. Advisors will be notified of action taken on application. In order for Girl Scout Accident Insurance to be in effect, approval must be granted **before** the start of the trip. When approval is granted, the advisor will receive a report form, which must **be filled** out and returned to the council office within 5 days after the trip or tour. In case of emergency you may contact the emergency pager: **956-495-6142**.

Special Note: Insurance: Additional insurance coverage is needed if the trip extends 3 nights or more. Application for this additional insurance coverage must be made through the council office 3 weeks before the trip. Insurance form should accompany application along with troop check. Troop Support Specialist can answer questions about insurance.

Date _____ Advisor's Name _____ Troop# _____ Level _____

Address _____ City _____ Zip _____

Phone (H) _____ (W) _____

Certified First Aider and Address _____

Card Expiration Date _____

Lifeguard in charge and Address _____

Certification _____ Card Expiration Date _____

We are planning a trip to _____ from (dates) _____ to _____

_____, and will be gone _____ (#of days) and _____

_____ (#of nights).

Itinerary: Give dates, places to be visited by date, name and address where troop is staying each night.

(*attach additional sheets if necessary)

There will be # of Girls _____ and # of Adults _____ attending this trip.

Names of Adults attending: (ALL attending adults must be a GSGST member & have a CBC.)

1 _____ 3 _____
2 _____ 4 _____

Names of Girls attending: (attach sheet with additional names.)

1 _____ 7 _____
2 _____ 8 _____
3 _____ 9 _____
4 _____ 10 _____
5 _____ 11 _____
6 _____ 12 _____

Transportation to be used will be _____ In case of emergency the troop will notify:

Name and Address _____

Home # _____ Cell # _____ Work # _____

As Troop Advisor, I agree that:

1. A written permission will be obtained from each girl's parents or guardian. The troop will be accompanied by a minimum of 2 adults, with additional adults to meet requirements as stated in Safety Activity Checkpoints. One of these adults will be a First Aider, at least 18 years old, with a well-equipped first aid kit.
2. If traveling in private cars, the driver of each car will provide evidence of a current Texas Driver's License and liability insurance, has mature judgment, and safe driving experience. Copies of TDL and insurance must accompany activity application form. Driver must also be a registered Girl Scout.
3. If traveling by bus, they will be properly licensed, inspected, and insured; the bus driver will be properly licensed.
4. If the plans include swimming, boating or canoeing, or any other water activity, we will follow the Safety Activity Checkpoints. In case of an emergency, we will follow the Council Emergency Procedures.
5. A copy of the most current Financial Report has been turned into council.

I also agree that the Advisor in charge will follow all pertinent safety regulations, according to the Safety Activity Checkpoints.

Troop Advisor _____ Date _____

<p>Advisor's Checklist:</p> <p>____ Copy (ies) of Texas Driver's License</p> <p>____ Copy (ies) of Current Insurance</p> <p>____ Itinerary of Event</p> <p>____ Certified First Aider Information</p> <p>____ Lifeguard Information</p> <p>____ Emergency Contact</p> <p>____ Current Financial Report</p> <p>Please make sure all information is given to avoid delays in approving your activity.</p>	<p>OFFICE USE ONLY:</p> <p>Date Application Received _____</p> <p>Approval: Yes _____ No _____</p> <p>By: _____</p> <p>Date Report Due _____</p> <p>Extra Insurance Needed: Yes _____ No _____</p> <p>Mailed Insurance Form: Yes _____ No _____</p>
--	--