



### Application for Trips & Tours

Instructions: This application is for trips or tours that troops plan to take out of town. Send to the council office before the event according to Safety Activity Checkpoints. Leaders 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 leader 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. DUE TWO WEEKS IN ADVANCE.

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 4 weeks before the event. Insurance form should accompany application along w/ troop check. Membership Executives can answer questions about insurance.

Date \_\_\_\_\_ Leader's Name \_\_\_\_\_ Troop # \_\_\_\_\_ LEV. \_\_\_\_\_

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 \_\_\_\_\_

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:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

#### Names of Girls Attending:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_
- 11. \_\_\_\_\_
- 12. \_\_\_\_\_
- 13. \_\_\_\_\_
- 14. \_\_\_\_\_

Transportation to be used will be \_\_\_\_\_.

In case of emergency the troop will notify:

Name and Address \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

As Troop Leader, 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 guidelines in 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 Leader in charge will follow all pertinent safety regulations, according to the Safety Activity Checkpoints.

Troop Leader \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Leader's Checklist:</b></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><b>OFFICE USE ONLY:</b></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>
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