

Girl Scouts of Greater South Texas

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 trip guidelines in the Safety-Wise. 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 # _____ PAL _____

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:

1. _____

3. _____

2. _____

4. _____

Names of Girls Attending:

1. _____

8. _____

2. _____

9. _____

3. _____

10. _____

4. _____

11. _____

5. _____

12. _____

6. _____

13. _____

7. _____

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 – Wise. 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 principles outlined in Safety Wise. In case of an emergency, we will follow the Council Emergency Procedures.

I also agree that the Leader in charge will follow all pertinent safety regulations, according to Safety Wise.

Troop Leader _____ Date _____

<p>Leader's Checklist:</p> <p>____ Copy (ies) of Texas Driver's License ____ Copy (ies) of Current Insurance ____ Itinerary of Event ____ Certified First Aider Information ____ Lifeguard Information ____ Emergency Contact</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>
---	--