Girl Scouts of Greater South Texas
Troop Trip and Activities Application Procedure

The following procedure has been set up to enable the Council to track current insurance cards and keep on file Texas Driver's License of Leaders, Assistant Leaders and/or Parents who will be transporting girls.

1. Texas Driver's License: Upon registration in the fall, leaders, assistant leaders or parents on the Transportation Committee turn in a copy of their driver's license.

2. Insurance Cards: We must have current insurance cards if the troop is taking a troop trip or a day activity trip. Cards are to be filed at the time of registration and again when renewed so the Council can have a current copy at all times.

3. Once the Council has copies of Texas Driver's License and Insurance Cards, it will not be necessary to send in copies every time, except to update information.

4. Application for Trips & Tours
   This application is for trips or tours which troops plan to take out of town. Send to the Council Office TWO WEEKS IN ADVANCE. 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.

5. Application for Troop Activities
   This application is for activities which troops plan to take during the day or in place of troop meeting. Send to the Council Office ONE WEEK IN ADVANCE . 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 this activity. When approval is granted, the leader will receive a report which must be filled out and returned to the Council Office within 5 days after the activity.