

Girl Scout Council of Colonial Coast
Trip Approval at a Glance

Trip Type	# of Nights	Location	Approval Process
BASIC TRIP (no activities that are high adventure/risk*) <i>Meeting Time, Day change, local trips</i>	0-1	Within the COUNCIL BOUNDARIES	Approved by the SU Designee Submit the Trip Request <i>via</i> Service Unit Trip Approval Form to the The Service Unit at least TWO WEEKS prior to the trip***
HIGH RISK TRIP (one or more activities that are high adventure/high risk*)	0-1	Within the COUNCIL BOUNDARIES	Approved by the SU Designee Submit the Service Unit Trip Approval Form to the The Service Unit at least TWO WEEKS prior to the trip***
OVERNIGHT TRIP	1-2	Within the COUNCIL BOUNDARIES	Approved by the SU Designee Submit the Service Unit Trip Approval Form to the The Service Unit at least ONE MONTH prior to the trip***
EXTENDED OVERNIGHT TRIP	3-4	Within the COUNCIL BOUNDARIES	Initial Approval by the SU Designee , Final Approval by GCCCC Staff Submit the Council Trip Approval Form to the The Service Unit at least TWO MONTHS prior to the trip***
	1-4	Outside Council boundaries but within the COUNCIL REGION**	
NATIONAL TRIP	5+	Within the COUNCIL REGION**	Submit the Intent to Plan a National/International Trip Form to the The Service Unit when planning begins (3 mo - 3 yrs prior to trip)*** Submit a Council Trip Approval Form to the The Service Unit at least ONE MONTH prior to the trip. SU Program Consultant will forward to Council. Final approval is required from COUNCIL ***
	1+	Anywhere in the US , outside Council Region**	
INTERNATIONAL TRIP	1+	Anywhere in the WORLD , outside the US	Submit the Intent to Plan a National/International Trip Form to the The Service Unit when planning begins (up to 3 years prior to trip)*** Submit a Council Trip Approval Form to the The Service Unit at least ONE YEAR prior to the trip. SU Program Consultant will forward to Council. Final approval is required from COUNCIL ***

***HIGH ADVENTURE/RISK ACTIVITIES include, but are not limited to:** Amusement park rides, archery, backpacking, bicycling, canoeing, caving, challenge course, high/low ropes course, hiking, horseback riding, indoor trampoline parks, kayaking, parades, rafting, rappelling, rock climbing, roller skating/ice skating, row boating, sailing, scuba diving, Segway, shooting sports, skateboarding, skiing/snowboarding, snowshoeing, sledding, tobogganing, snow tubing, snorkeling, surfing, swimming, travel (domestic or international), tree climbing, tubing, vaulting on horseback, waterskiing, windsurfing, and zip lining.

****THE GSCCC REGION:** The extended overnight regions include: DE, Washington DC, KY, MD, OH, Some areas of NC, VA, and WV.

Basic Trip

As soon as you start planning your trip

- Review the current [Covid-19 Troop Guidelines](#)
- Review [Safety Activities Checkpoints](#) and [Volunteer Essentials](#) for any activities planned for your trip

*At least **2 WEEKS PRIOR** to your trip date*

- Gather your participant list
- Create an itinerary
- Purchase [additional insurance](#) for any unregistered adults/children attending trip and submit to virginiad@gscgcc.org
- Complete a [Service Unit Trip Approval form](#) and email it to [Program Consultant](#), include the participant list, itinerary, and a copy of your additional insurance purchase order

Leading up to your trip

- Have caregivers sign [Caregiver Permission for Girl Scout Activities](#)
- Have completed [Health History - Girl/Adult](#) for each trip participant, girls and adults
- If carpooling, complete a [Driver for Girl Scout Activity Application](#) for each driver and make sure each driver has a carpack
- You will receive written notification from the **Service Unit Program Consultant** that your trip is approved

High Risk Trip

As soon as you start planning your trip

- Review the current [Covid-19 Troop Guidelines](#)
- Review [Safety Activities Checkpoints](#) and [Volunteer Essentials](#) for any activities planned for your trip

*At least **2 WEEKS PRIOR** to your trip date*

- Gather your participant list
- Create an itinerary
- Check the [Certificate of Insurance - Vendor](#) list to see if your vendor is approved
- If not an approved vendor, submit a [Certificate of Insurance - Request Form](#) to council
- If vendor requires a signed waiver/contract for activity, send copy to council for review before troop leader/parents sign
- [Purchase additional insurance](#) for any unregistered adults/children attending trip and submit to virginiad@gscgcc.org
- Obtain a copy of required instructor certifications per Safety Activities Checkpoints
- Complete a [Service Unit Trip Approval](#) form and email it to [Program Consultant](#), include the participant list, itinerary, a copy of your additional insurance purchase order, and any relevant instructor certifications

Leading up to your trip

- Have caregivers sign [Caregiver Permission for Trip/Camp Activity](#)
- Have completed [Health History - Girl/Adult](#) for each trip participant, girls and adults
- If carpooling, complete a [Driver for Girl Scout Activity Application](#) for each driver and make sure each driver has a carpack
- You will receive written notification from the **Service Unit Program Consultant** that your trip is approved

Overnight Trip

As soon as you start planning your trip

- Review the current [Covid-19 Troop Guidelines](#)
- Review [Safety Activities Checkpoints](#) and [Volunteer Essentials](#) for any activities planned for your trip

*At least **1 MONTH PRIOR** to your trip date*

- Gather your participant list
- Create an itinerary
- Check the [Certificate of Insurance - Vendor](#) list to see if your vendor is approved
- If not an approved vendor, submit a [Certificate of Insurance - Request Form](#) to council
- If vendor requires a signed waiver/contract for activity, send copy to council for review before troop leader/parents sign
- [Purchase additional insurance](#) for any unregistered adults/children attending trip and submit to virginiad@gscce.org
- Obtain a copy of required instructor certifications per Safety Activities Checkpoints
- Complete a [Service Unit Trip Approval](#) form and email it to [Program Consultant](#), include the participant list, itinerary, a copy of your additional insurance purchase order, and any relevant instructor certifications

Leading up to your trip

- Have caregivers sign [Caregiver Permission for Trip/Camp Activity](#)
- Have completed [Health History - Girl/Adult](#) for each trip participant, girls and adults
- If carpooling, complete a [Driver for Girl Scout Activity Application](#) for each driver and make sure each driver has a carpack
- You will receive written notification from the **Service Unit Program Consultant** that your trip is approved

Extended Overnight Trip

As soon as you start planning your trip

- Review the current [Covid-19 Troop Guidelines](#)
- Review [Safety Activities Checkpoints](#) and [Volunteer Essentials](#) for any activities planned for your trip

*At least **TWO MONTHS PRIOR** to your trip date*

- Gather your participant list
- Create an itinerary
- Check the [Certificate of Insurance - Vendor](#) list to see if your vendor is approved
- If not an approved vendor, submit a [Certificate of Insurance - Request Form](#) to council
- If vendor requires a signed waiver/contract for activity, send copy to council for review before troop leader/parents sign
- [Purchase the required additional trip insurance](#) and submit to viriniad@gscsc.org
- Obtain a copy of required instructor certifications per Safety Activities Checkpoints
- Complete a [Council Trip Approval form](#) and email to [Program Consultant](#), include the participant list, itinerary, a copy of your additional insurance purchase order, and any relevant instructor certifications

Leading up to your trip

- Have caregivers sign [Caregiver Permission for Trip/Camp Activity](#)
- Have completed [Health History - Girl/Adult](#) for each trip participant, girls and adults
- If carpooling, complete a [Driver for Girl Scout Activity Application](#) for each driver and make sure each driver has a carpack
- You will receive written notification for initial approval from the Service Unit Program Consultant, and written final approval from **Council Staff**

National Trip

As soon as you start planning your trip (3 months - 3 years prior to trip)

- Review the current [Covid-19 Troop Guidelines](#)
- Review [Safety Activities Checkpoints](#) and [Volunteer Essentials](#) for any activities planned for your trip
- Review the [National/International Trip Guide](#)
- Complete a [Intent to Plan A National/International Trip form](#) and email to [Program Consultant](#)

At least **THREE MONTHS PRIOR** to your trip date

- Gather your participant list
- Create an itinerary
- Check the [Certificate of Insurance - Vendor](#) list to see if your vendor is approved
- If not an approved vendor, submit a [Certificate of Insurance - Request Form](#) to council
- If vendor requires a signed waiver/contract for activity, send copy to council for review before troop leader/parents sign
- [Purchase the required additional trip insurance](#) and submit to virginiad@gscsc.org
- Obtain a copy of required instructor certifications per Safety Activities Checkpoints
- Complete a [Council Trip Approval form](#) and email to [Program Consultant](#), include the participant list, itinerary, a copy of your additional insurance purchase order, and any relevant instructor certifications

Leading up to your trip

- Have caregivers sign [Caregiver Permission for Trip/Camp Activity](#)
- Have completed [Health History - Girl/Adult](#) for each trip participant, girls and adults
- If carpooling, complete a [Driver for Girl Scout Activity Application](#) for each driver and make sure each driver has a carpack
- You will receive written notification for initial approval from the Service Unit Program Consultant, and written final approval from **Council Staff**

After your trip, within **30 days**

- Complete a [National/International Trip Report](#) and submit to council

International Trip

As soon as you start planning your trip (up to 3 years prior to trip)

- Review the current [Covid-19 Troop Guidelines](#)
- Review [Safety Activities Checkpoints](#) and [Volunteer Essentials](#) for any activities planned for your trip
- Review the [National/International Trip Guide](#)
- Complete a [Intent to Plan A National/International Trip form](#) and email to [Program Consultant](#)

*At least **ONE YEAR PRIOR** to your trip date*

- Gather your participant list
- Create an itinerary
- Check the [Certificate of Insurance - Vendor](#) list to see if your vendor is approved
- If not an approved vendor, submit a [Certificate of Insurance - Request Form](#) to council
- If vendor requires a signed waiver/contract for activity, send copy to council for review before troop leader/parents sign
- [Purchase the required additional trip insurance](#) and submit to virginiad@gscgcc.org
- Obtain a copy of required instructor certifications per Safety Activities Checkpoints
- Complete a [Council Trip Approval form](#) and email to [Program Consultant](#), include the participant list, itinerary, a copy of your additional insurance purchase order, and any relevant instructor certifications

Leading up to your trip

- Have caregivers sign [Caregiver Permission for Trip/Camp Activity](#)
- Have caregivers complete and submit the [International Travel Permission for Minors form](#)
- Have completed [Health History - Girl/Adult](#) for each trip participant, girls and adults
- If carpooling, complete a [Driver for Girl Scout Activity Application](#) for each driver and make sure each driver has a carpack
- You will receive written notification for initial approval from the Service Unit Program Consultant, and written final approval from **Council Staff**

*After your trip, within **30 days***

- Complete a [National/International Trip Report](#) and submit to council

When do I need to fill out a trip approval form?

Anytime your troop is meeting in person outside of your normal day/time/place, a trip approval form is required. Examples of when trip approval forms are required: your troop usually meets in a school classroom, but you decided to meet at a local park for geocaching, your usual troop meeting falls on a holiday so you decide to move it to a different day just for that week, a local fire station tour, daytrip or visiting Camp Skimino

Do I need to fill out a trip approval form for Service Unit and/or Council run events?

Yes. If you are attending these events as a troop, you need to submit a trip approval form.

Do I need to fill out a trip approval form for cookie booths?

No, a trip approval form is not required for cookie booths. But leaders still need to have a caregiver permission slip signed for each cookie booth, and make sure that there is a Health History form for each girl and adult present at the booth.

What are we checking for?

- That you are an "Active Troop" (2 fully trained unrelated registered leaders, 2021 Financials were submitted, 2022 Bank Account Information was submitted with two unrelated registered BGC signers, at least 5 girls or willing to add more)
- Confirm all girls attending are registered
- Confirm all adult volunteers attending are registered with current background checks
- Confirm training is up-to-date for the leaders on the trip
- Confirm FA/CPR certification for the trip first aider is on file and not expired
- Confirm that 75% or more of the troop is attending (or 75% of the grade level for multi-level troops)
- Confirm that the proper safety ratios will be met
- If trip has risk, is certificate of insurance on file with council?
- Is additional insurance required for this trip?
- If there will be unregistered attendees/tagalongs, has additional insurance been purchased?

What trainings are required for a troop leader to be fully trained?

Here's the (not so) simple answer:

The new leader training for new leaders for MY22 and forward include:

Welcome to Girl Scouts!
Risk Management
Volunteer Toolkit Troop Leader View
Troop/Group Treasurer Position Training
Volunteer Confidentiality/Professional Conduct Agreement

Leaders prior to MY22 may not have had the VYK or Troop/Group Treasurer training assigned initially. More seasoned leaders would've had the old, pre-gsLearn sessions, which would've included:

GS101
Welcome to Girl Scouts
Managing Troop Finances
Out & About
Program Basics I
Program Basics II

Risk Management

Volunteer Confidentiality/Professional Conduct Agreement

If the old path is incomplete, leaders need to complete the new sessions.

Do I need a certificate of insurance for my trip?

If you will be doing a high risk activity, you need a certificate of insurance. Please check the current safety activity checkpoints to see if your activity is considered high risk. Also check the FAQ section of the "Certificate of Insurance Request Form" to learn when a certificate of insurance is required.

Do I need a certificate of insurance for an AirBnB/VRBO?

Yes. Even though AirBnB/VRBO is listed as approved for all locations, council still needs a certificate of insurance for the individual location on file as described in the Travel/Trips section of Safety Activities Checkpoints

If we're doing a high risk activity with an approved vendor, do I need to submit instructor certification with my trip approval?

Yes, when Safety Activities Checkpoints asks you to verify the instructor's knowledge and experience, please make sure you verify that the instructors are certified with the approved certifications listed in SAC for your activity.

Why do we need to complete a trip approval form 2 week/1 month/3 months/3 years prior to our trip?

1. Girl Scouts is girl led, and this extra time allows the girls to be involved in trip planning
2. It gives me and/or council time to go through your approval. I am a volunteer, and there are times when I can't be as prompt in my replies (my daughter is on a travel team and in season we are camping almost every weekend, so I am completely unplugged at those times).
3. If there are items in your approval that need to be addressed, it gives us both time to get that done before your trip.
4. Council has hard deadlines on when insurance can be processed. If insurance is required for a trip, they will NOT process the insurance purchase until the trip has been approved, and they are unable to process insurance past their deadlines. Your trip approval can be denied without required additional insurance

Why do we need to submit an Intent to Plan a National/International Trip Form?

It gives council a heads up on your plans for big trips. Especially now with the pandemic, circumstances/rules/guidance from GSUSA can change quickly, and if there is a change that will affect your trip planning, council will be able to communicate those changes to you as quickly as possible.

When do I need to purchase additional insurance for my trip?

If unregistered members/tagalongs will be attending, you will need to purchase additional insurance. If this is an Extended Overnight Trip, National Trip, or International Trip, additional insurance is required. If you are renting a car, you must purchase the maximum insurance option.

How many adults are needed for my trip?

The safety ratio chart can be found in the [Safety section of Volunteer Essentials](#). Please note that *two unrelated fully trained and approved leaders* are required to meet safety ratios. Any additional adults needed to meet safety ratios must be registered and background checked volunteers. If this is a multi-level trip, please follow the safety ratio for the youngest girl scout attending the trip. ****Some high risk activities require a smaller safety ratio than the general safety ratio listed in Volunteer Essentials. Please check Safety Activities Checkpoints for your trip activities. Examples of this are axe throwing and canoeing.**

What counts as carpooling?

You determine when your trip will start. If your trip will start at the trip location entrance, your parents will be free to figure out how to get their girl scout there. The girl scout insurance would not cover any travel if your troop trips starts when everyone arrives at your event location.

If you are meeting ahead of time and driving to your event location together, this would be carpooling. The girl scout insurance would cover travel in this case. An example of carpooling would be: Your troop is camping at Camp Darden. You instruct your troop that everyone will meet at the Jamestown Settlement Parking Lot. Leaders, drivers, and parents meet in the parking lot, the girls are then divided into cars and you caravan as a troop to Camp Darden.

Which forms should I carry with me on our trip?

- Caregiver permission forms for all girls in attendance
- Health History - Girl/Adult for all girls and all adults in attendance
- Emergency Procedures Card
- If carpooling, car packs stay with each driver while travelling
- For International travel, the International Travel Permission for Minors form