

This paperwork is required for any “high adventure” activity and/or for an overnight trip of one to three nights. Not required for day trips that do not include high adventure activities. Trips of more than three nights or more than 200 miles outside of council borders require extended travel forms #121a and #121b.

Notice of Intent for Travel (NOI) Instructions

Date Due:	Must be submitted three (3) weeks prior to departure date (if needed, purchase insurance at this time). If using Cookie/Nut Credit to help pay for the trip, this form must be submitted four to six (4-6) weeks prior to the departure date to allow time for approval, processing and reimbursement.
Submit to:	Your service unit event and travel coordinator.

Section 1: Trip and Troop/Group/Patrol Information

Troop Leader:	Phone #:	Email:
Troop #:	Service Unit #:	City:
Trip Destination:	Length of Trip:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Overnights
Departure Date:	Time:	
Return Date:	Time:	
Adult-to-Girl Ratio Verified:	<input type="checkbox"/> D* <input type="checkbox"/> BR <input type="checkbox"/> JR <input type="checkbox"/> CAD <input type="checkbox"/> SR <input type="checkbox"/> AMB # of Girls: _____ # of Adults: _____ <small>Adult attendees who work with girls and/or are counted towards girl-to-adult ratio must have: current membership, a completed background check, GS101, Volunteer Essentials training, and the Troop Safety Module of <i>Volunteer Essentials</i>.</small>	

*A Daisy may participate in an occasional overnight experience. Please submit an explanation in the notes about how this trip fits into Daisy travel progression.

Type of Transportation:	
-------------------------	--

Section 2: Required Trainings

At least one adult member attending must have completed required trainings, depending on the type of trip. Find the type of trip you are taking in the grid below to confirm training required. Service unit events (eg. camporees) may require additional training at the discretion of service unit.

Select the Type of trip:

1. **High Adventure Day Trips** – For one-day, high risk activities (i.e. requires using an approved outfitter).
2. **Indoor Sleeping Overnights** – For indoor overnights, which includes cooking indoors (using a kitchen) or eating at a restaurant.
3. **Cabin Camping, Outdoor Overnights** – This includes campground camping (tent or rustic cabin/yrurts). Also includes building or cooking over a fire; OR if any of these amenities are missing: water, heat, toilets, lights, kitchen facilities & cell service.
4. **Backpacking, Primitive Site Camping** – Heading away from the campground and farther out into the wild. This includes camping at a primitive site and/or on an overnight backpacking trip of up to three (3) nights.

Training	Training required for trip type:				Name of Trained Adult Member Attending Overnight/High Adventure Activity	Date Taken
	1	2	3	4		
Day Trips	✓	✓	✓	✓		
Child & Adult CPR and First Aid Certification (in-person training)	✓	✓	✓	✓		Certification Agency:
						Expiration date:
Indoor Overnights		✓	✓	✓		
Outdoor Skills			✓	✓		
Wilderness First Aid*	✓*	✓*	✓*	✓*		Certification Agency:
						Expiration date:
Backpacking & Primitive Camping				✓		

* Wilderness First Aid is required if you are more than 30 minutes away from emergency medical services.

Section 4: Insurance Information

Trip Insurance – overnights lasting three (3) nights require insurance (*unless one day falls on a federal holiday).

Insurance must be purchased at least three (3) weeks prior to departure date. To purchase insurance, call: 503-977-6800/800-338-5248

Insurance purchase date for overnights lasting 3 nights (mm/dd/yy):

Trips of more than three nights or more than 200 miles outside of council borders require extended travel forms #121a and #121b.

Section 5: Financial Planning Worksheet for the Trip

Total trip expenses should equal **total trip funding available**

Planned Trip Expenses		Planned Trip Funding (troop funds should be used for girl programming, and only adults needed for girl-to-adult safety ratio)	
Transportation		Troop/Group Funds Contributed	
Accommodations		Family/Girl Contribution	
Food		Troop Money-Earning	
Program/Activity Fees		Cookie/Nut Credit	
Emergency Fund		Other	
Spending Money/Other			
TOTAL Trip Expenses		TOTAL Trip Funds	
Expected Cost per Girl		Expected Cost per Adult	

Additional Notes:

By signing below, I verify that the information provided on this form is true to the best of my knowledge.

Troop Leader Signature:

Date (mm/dd/yy):

Approval: For ETC use only

Approved:

Not Approved:

Event and Travel Coordinator Name:

Event and Travel Coordinator Signature:

Date (mm/dd/yy):

Section 6: Trip Roster

Use page four of this document, or attach a printout of your My GS troop roster, noting trip attendees. A completed roster must be included to receive approval. If you attach a print out, you must also name your emergency contact and provide her/his contact information (your emergency contact is an adult not attending the trip who can be reached in an emergency).

Adult attendees who are working with girls and/or serving as girl-to-adult safety ratio must include the following information on your roster: current membership, background check expiration date, GS101, Volunteer Essentials training, and the Troop Safety Module of Volunteer Essentials. Troop leaders should verify valid drivers' licenses and insurance and mark with a check.

Emergency Contact (adult not attending the trip who can be reached in an emergency)

Name:	Relation to trip leader or troop/group:	Phone number:

Registered Adult Attendees

	Name	Current Membership (expiration year)	Background check (expiration date)	GS 101 (date completed)	Volunteer Essentials and Safety Module (date completed)	Male or Female	Confirmed valid Driver's License and Insurance (Drivers only)
1							
2							
3							
4							
5							

Registered Girl Attendees

	Name	Grade level
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		