

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

**Due to COVID-19 continuing to present significant health and safety challenges across our council, troops may not travel before April 1, 2021. Only trip paperwork for trips with dates after April 1 will be considered for approval.**

## Trip Planning Summary (TPS) Instructions

**Please consult the Troop/Group Trip Planning Guide for instructions on how to go on a girl-led trip and for a trip checklist.**

Date Due:	Submit at the beginning of the planning process at least <b>four to six (4-6) weeks</b> prior to the departure date. Approval is required prior to making reservations or purchases for the trip.
Submit to:	Your service unit travel coordinator. If you are unclear who this person is, please reach out to <a href="mailto:answers@girlscoutsosw.org">answers@girlscoutsosw.org</a> or call 503-977-6800.

## Trip and Troop/Group/Patrol Information

Troop Leader:	Phone #:	Email:	
Troop #:	Service Unit #:		
Trip Destination:	Length of Trip:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3   Overnights <input type="checkbox"/> Day trip with high-risk activity	
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: _____		

Please describe what activities/Girl Scout programming the troop/group will be doing on the trip: Check Safety Activity Checkpoints (SACs) for each activity.	If the activity is high-risk, include the approved outfitter, and check SACs If the activity requires an adult with certification (see Trip Planning Guide), include here.
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Please list what progressive experiences the troop/group has that have prepared girls for this trip:  
(see *GSOSW Council Volunteer Policies & Procedures*)

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If Daisies are attending and/or you are bringing adults beyond safety ratio, please explain:

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# Trip Planning Summary

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Trip leader must initial each line below:	
	We agree to follow applicable Girl Scout council policies, federal and state laws and <i>Safety Activity Checkpoints</i> .
	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> .
	All participants/guardians have been informed of the travel plans including, but not limited to: <ul style="list-style-type: none"> <li>• departure and arrival times</li> <li>• all destinations and activities</li> <li>• emergency contact information</li> <li>• type of transportation</li> </ul>
	The established emergency contact (an adult not attending the trip/high adventure activity) has a copy of the itinerary, roster, carpool list and health forms of who is attending. This person understands they are responsible for knowing the whereabouts of the group at all times.
	A signed permission form for each girl, from each girl's parent/guardian, is in trip leader's possession at all times. All participants (girls and adults) have provided the trip leader with an up-to-date health history form. A copy of each girl's signed permission form, with health history, is given to each driver and emergency contact.
	Leader will ensure that licensed, responsible adult drivers (21 years or older) are familiar with council policies and emergency procedures.
	Any men in attendance have separate sleeping quarters and bathrooms.
	Leader has consulted the Troop/Group Trip Planning Guide throughout girl-planning process.
	At least one adult has required trainings (i.e. Day Trips, Indoor Overnights, Outdoor Skills, First Aid/CPR, etc.)
	We agree to not make any purchases or reservations toward the trip before receiving approval of this form 119a.
	Troop has a record of a cancellation date/policy set for travel plans. Troop understands if they do not have a cancellation policy and / or they do not honor the policy stipulations they run the risk of losing funds payed toward the trip if trip must be cancelled due to unforeseen circumstances.
	All funds raised for travel by members of GSOSW troops are, and shall be continue to be, owned by GSOSW for the benefit of the specific troop's use as approved by GSOSW. In no event shall funds raised or donated to an individual volunteer or troop member through GSOSW-affiliated activities, or items purchased with such funds, be considered to be owned by that individual, volunteer or troop member.

Trip Budget Check-in: See Troop/Group Trip Planning Guide for more detailed budget worksheet			
Troop/Group Funds Contributed:		Expected Cost per Girl:	
Family/Girl Contribution:		Expected Cost per Adult:	

*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):
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**For TC use only**      **Approved:**       **Not Approved:**

Travel Coordinator Name:	
Travel Coordinator Signature:	Date (mm/dd/yy):

Travel Coordinator Notes
<p>Type of trip:</p> <input type="checkbox"/> Day trip with a high-risk activity (check to see which Approved Outfitter they are using) <input type="checkbox"/> Indoor Overnights – no outdoor cooking, sleeping inside or with access to indoor bathroom, kitchen <input type="checkbox"/> Cabin Camping/Outdoor Overnights – cooking outside/with fire, no access to indoor bathrooms, kitchen <input type="checkbox"/> Backpacking/primitive camping