

This paperwork is required for any 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.

Training & Roster Verification Instructions

Date Due:	Must be submitted at least three (3) weeks prior to departure date for final approval of the trip/activity. If using Cookie/Nut Credit to help pay for the trip, this form must be submitted four to six weeks prior to the departure date to allow time for approval, processing and reimbursement.
Submit to:	Your service unit travel coordinator, if you are unsure who this person is please reach out to answers@girlscoutsosw.org

Section 1: Trip and Troop/Group/Patrol Information

Troop Number:	Name of Person Submitting this Form:		
Email:		Date Leaving:	Date Returning:
Trip Destination (include name of approved outfitter if applicable):			

Section 2a: Required Trainings

Name of trained volunteer:	Required Training		
	Day Trips Training	Indoor Overnights Training	Outdoor Skills Training
At least one adult member attending must have completed all required trainings, depending on the type of trip. Select the type of trip you are taking in the grid below and check the box(es) to the right to confirm training required.			
<input type="checkbox"/> High Risk Day Trip For one day, high risk activities (requires use of approved outfitter, which must be listed)	<input type="checkbox"/>		
<input type="checkbox"/> Indoor Overnight For overnight trips of up to 3 nights in which troops are cooking indoors (using a kitchen)	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Cabin Camping or Outdoor Overnight Trips that include campground camping (tent or rustic cabin/yurts) in which any of the following amenities are missing: water. Heat, toilets, kitchen facilities & cell service. Also includes building or cooking over a fire or camp stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Backpacking or Primitive Site Camping For trips heading away from the campground and further out into the wild. This includes camping at a primitive site and/or on an overnight backpacking trip of up to 3 nights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2b: First Aider

At least one adult present during the trip must have a current certification in CPR/First Aid for adults and children. If at any point during the trip, you are 30 minutes or more from emergency medical services, at least one adult present on the trip must have a current certification in Wilderness and Remote First Aid.

Certification Type	Name of Certified Volunteer	Certifying Agency	Expiration Date
CPR/First Aid for Adults & Children			
Wilderness and Remote First Aid			

Training & Roster Verification

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Section 3: Trip Roster

Fill out adult information below and print a troop roster from VTK, noting trip attendees. A completed roster must be included to receive approval.

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

Name:	Relation to troop/group:	Phone number:
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Registered Adult Attendees & Drivers

	Name	Email	Memb. Status (year)	Background Check Exp. Date	Vol. Essentials & Safety Completion Date	Driver
1						
2						
3						
4						
5						
6						

Registered Girl Attendees

	Name	Program Grade Level		Name	Program Grade Level
1			9		
2			10		
3			11		
4			12		
5			13		
6			14		
7			15		
9			16		

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

Troop or Trip Leader Signature:	Date (mm/dd/yy):
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Section 4: For TC use only	Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>
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TC Name:	Date:
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