

For any trip of more than three nights or more than 200 miles out of council borders. Application must be submitted to answers@girlscoutsosw.org.

This checklist is intended to help organize forms and resources that will need to be completed prior to travel. Please use this form as a planning checklist as you guide the girls in planning their trip. Underlined forms must be submitted to Girl Scouts of Oregon and Southwest Washington (GSOSW) for approval.

Extended Travel Application Packet

Extended Travel is approved by submitting the two forms included:

- ▶ **Extended Trip – Intent to Travel Notification** (121a) is to be completed at the beginning of trip planning at least six months prior to travel.
- ▶ **Extended Trip – Travel Planning Summary** (121b) is to be completed three months prior to travel. Any changes to this form must be submitted separately no less than one month prior to travel.

Requirements

- All participating adults must be registered members of Girl Scouts, have a current and approved background check on file with the council, and must have completed the initial volunteer trainings (*Volunteer Essentials and Safety*).
- All *GSOSW In-Person Troop/Group Meeting Guidelines, Safety Activity Checkpoints* and GSOSW policies and procedures must be followed.
- CPR/First Aid Certification must be obtained by at least one approved adult volunteer going on the trip.
- At least one approved adult volunteer going on the trip must have completed all applicable trainings (GSOSW Foundations, Mandatory Reporter, Day Trips, Indoor Overnights, Extended Travel Training and Outdoor Skills for trips that include camping).

Girl Information (per attending girl)

- Participation agreement and/or behavior agreement
- Extended Travel Permission Slip
- Girl Health Exam Form
- GSOSW Assumption of Risk, Release and Waiver of Liability Relating to CORONAVIRUS/COVID-19*
- Any waivers/releases for activities on trip (to be signed by parent/guardian)
- Copy of COVID-19 vaccination card or negative viral test taken 1-3 days before trip

Adult Information (per attending adult)

- Participation agreement and/or behavior agreement
- Adult Health Exam form
- Copies of Driver's License and Insurance card for all drivers
- GSOSW Assumption of Risk, Release and Waiver of Liability Relating to CORONAVIRUS/COVID-19*
- Any waivers/releases for activities on trip
- Copy of COVID-19 vaccination card or negative viral test taken 1-3 days before trip

Insurance

- For Extended Travel Insurance, email insurance@girlscoutsosw.org with trip location, dates and number of participants.
- It is recommended that troops purchase the trip insurance offered through lodging or transportation vendors. Be sure to read through the policy to make sure it covers pandemic and other appropriate reasons for cancellation.

Cookie/Nut Credits

- If girls plan to transfer Cookie/Nut Credits to the troop for the trip or use their adventure pass, submit the *Cookie/Nut Credit Transfer Request* (form #238) at least four weeks prior to when funds are needed. You must have approved travel paperwork on file with the council before funds will be transferred.

Please complete and return this form **three months** in advance of your planned trip to answers@girlscoutsosw.org or 541-857-8525.

Troop # _____ Leader Name _____ Phone _____
 Level of girls at the start of current membership year (beginning October 1): JR CAD SR AMB
 Adult/girl ratio verified: # of girls _____ # of adults _____
 Final Destination _____ State _____ Country _____

Departure:	Date _____	Time _____
	Location of departure _____	
	Type of transportation _____	
	Name of transporter and flight # (ie. American Airlines, Flight 1234) _____	

Return:	Date _____	Time _____
	Type of transportation _____	
	Name of transporter and flight # (ie. American Airlines, Flight 1234) _____	

Transportation (check all forms that will be used on this trip)

Plane Train Bus Ferry Bicycles Personal Car Other

Vehicle Driver Information: please provide **complete** information with each application

_____ Each passenger has **own** seat belt and vehicle is in good working condition.

_____ Verified each driver for proof of insurance **and** current driver's license.

Driver's Name	Vehicle Year/Make/Model	License Plate #	Insurance Company & Policy #
(Susie Scout)	(2001 Dodge Caravan)	(WRC 123)	(Mutual of Omaha 134679852)

Extended Trip - Travel Planning Summary

form #121b • 10/21 • page 3 of 5

please fill the budget out completely. This portion of the form may be used when reviewing end of year financial reports and bank account audits.

Final Budget

Trip Expenses	Per Person	Total
Admission Fees		
Lodging/Site Fees - Type of lodging:		
Food		
Insurance		
Transportation Costs - Type of transportation:		
Other Expense - Describe:		
Other Expense - Describe:		
Other Expense - Describe:		
Subtotal		
Add 10% Emergency Fund		
Total Projected Expenses		

Trip Funding	Per Person	Total
Girl Contribution (Family Portion)		
Troop Contribution		
Product Sales Credits		
Other Income - Describe:		
Other Income - Describe:		
Other Income - Describe:		
Total Projected Income		

Please complete and return this form three months in advance of your planned trip to:
answers@girlscoutsosw.org or 541-857-8525.

Extended Trip - Travel Planning Summary

form #121b • 10/21 • page 5 of 5

Advisor/Leader Statement of Compliance:

Initial	Troop leader understands and agrees to the following:
	GSOSW In-Person Troop/Group Meeting Guidelines, Safety Activity Checkpoints and GSOSW policies and procedures have been reviewed and are being followed.
	All adult attendees are approved GSOSW volunteers.
	All drivers for these activities are properly licensed and all vehicles are registered, insured, maintained and have a legal seat and seatbelt for every passenger.
	Parents/guardians are informed of the trip activities, safety and emergency procedures, contact information, and have attended a trip meeting to go over participation and behavior agreements.
	Parents/guardians have completed all required forms (to be retained by leader during trip): extended trip permission, Girl Health Exam and any individual activity waivers needed for trip.
	The group will always conduct themselves in a positive manner while representing Girl Scouts.
	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 paid toward the trip if the 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.

Acknowledgment of Responsibilities

I certify that the information on this Extended Travel – Trip Planning Summary is correct and current to the best of my knowledge. I understand that troop funds are to be used only for troop members – registered girls and adults required for ratio.

I agree to ensure that during the trip, each vehicle will have health forms for each person, permission forms for each girl, roster of participants, list of emergency contacts, and a first aid kit. I understand providing misinformation could result in the trip not being covered by Girl Scout insurance and could increase personal liability. I acknowledge that GSOSW reserves the right to deny and/or cancel a trip should our plan fall out of compliance with current GSUSA and council safety standards, policies and procedures. Cancellations may cause a loss of funds or require the repayment of troop funds.

I understand that I must notify GSOSW of any changes to our submitted plan no less than 1 month prior to the date of the trip.

Trip Leader Signature _____ Date _____

FOR OFFICE USE ONLY	Date Received _____	Paperwork Review Date _____	
Reviewed & confirmed chaperones VAP approval _____	Updated travel database _____		
Initial Approval? _____	Conditional? _____	Denied? _____	
Reason _____			
Leader Notified _____	By _____	Date _____	



COVID-19 Extended Travel Planning Summary

form #121cv • 10/21 • page 1 of 1

Troops planning extended trips must complete this form in addition to the *Extended Trip - Intent to Travel Notification* (Form #121b) and submit them to answers@girlscoutsosw.org for approval. Please complete the following questions to explain how your troop will be complying with the *GSOSW In-Person Troop/Group Meeting Guidelines* on your trip.

As of October 4, 2021 all members wishing to travel overnight must show proof of COVID-19 vaccination. All unvaccinated participants must follow CDC guidelines for unvaccinated travelers, including: submitting proof of negative test results 1-3 days before the trip, testing upon returning from the trip, and self-quarantining for 7 days.

Troop trips are approved on a case by case basis. If you have questions, please contact answers@girlscoutsosw.org. Please review the *Girl Scouts Together* document for a complete list of the in-person troop/group meeting guidelines to ensure your troop travel plans align. High risk activities require GSOSW outfitter approval which may take 4-6 weeks. To request the approval of an outfitter, please fill out the approved outfitters request form.

Please explain in detail how your troop will comply with the *GSOSW In-Person Troop/Group Meeting Guidelines* on your trip in the following areas:

Transportation _____

Overnight accommodations _____

Restroom use _____

Food handling and serving _____

Activities _____

Unvaccinated participants _____

Acknowledgment of Responsibilities

I certify that the information on this form is correct and current to the best of my knowledge. I agree to ensure all participants comply with all COVID-19 In-Person Troop/Group Meeting Guidelines listed above. I certify that all adult and girl members participating in this trip have signed the Assumption of Risk, Release and Waiver of Liability Relating to Coronavirus/COVID-19.

I acknowledge that GSOSW reserves the right to deny and/or cancel any trip, should our plan fall out of compliance with current GSUSA and council safety standards, policies and procedures.

Leader signature _____ Date _____