

Only approved trips are covered by Girl Scouts of Central Illinois' insurance. All travel procedures and preparations must ensure adequate supervision and maximum safety according to *Volunteer Essentials Chapter 4: Safety-Wise*. All sites and facilities used on your trip must be approved by Girl Scouts of Central Illinois. A current **Certificate of Insurance** must be on file at the service center for places of high-risk. Girl Scout insurance covers registered members for accidents during approved, supervised trips lasting two consecutive nights or less. Additional insurance is required if your trip is longer than two nights, or if it involves any non-registered participants.

TYPE OF TRIP/ACTIVITY	EXAMPLES	APPROVAL PROCESS Submit form to Program Specialist	INSURANCE NEEDED Mutual of Omaha
Field Trip	Visits to parks, museums, or fire stations within GSCI boundaries.  Helps girls develop more complex planning skills.	No council approval necessary.	No extra unless non-scouts are involved. Then non-scout insurance would be necessary.
Basic Trip/Overnight	A good way to prepare girls for staying away from home. Day trips over 2 hours away, 2 night maximum, travel within GSCI jurisdiction.	File Trip Approval Form <b>(two weeks before the trip)</b>	No extra unless non-scouts are involved. Then non-scout insurance would be necessary.
Extended Trip	Three or more nights, or involves air travel, or outside GSCI jurisdiction. These trips require planning and money-earning.	File Trip Approval Form <b>(four weeks before the trip)</b>	Yes – Plan 2
High Risk Activity	Any activity involving physical risk including: archery, backpacking, bicycling, boating, canoeing, caving, challenge/ropes courses, climbing walls, gymnastics, horseback riding, kayaking, rafting, rock climbing, sailing, skateboarding, skiing, snorkeling, snowboarding, swimming, tubing, vaulting (on horseback), water skiing and windsurfing.	File Trip Approval Form <b>(four weeks before the trip)</b>  Certificates of Insurance are required from the vendors.	No extra unless non-scouts are involved. Then non-scout insurance would be necessary.
International Trip	Travel outside of the country, trips to Girl Scout centers, places of interest. These trips require months of planning, money-earning and support.	File Trip Approval Form <b>(One year or more before the trip)</b>	Yes – Plan 3E or 3P  Please call us in regards to the specific plan.

**Trip Leader** – Please refer to *Volunteer Essentials Chapter 4: Safety-Wise* and *Appendix: Travel Volunteers* before planning begins.

Registered/Approved Adult trip leader's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Troop # \_\_\_\_\_ S A# \_\_\_\_\_ Grade/Age Level \_\_\_\_\_ # Girls attending \_\_\_\_\_ # Adults attending \_\_\_\_\_

# of Non-Registered Participants \_\_\_\_\_ (Contact Program Specialist to purchase required supplemental insurance. If for a Service Area event please contact your Membership specialist)

Trip Destination \_\_\_\_\_

Time and date of departure \_\_\_\_\_ Time and date of return \_\_\_\_\_

(Continued on back)

Purpose of trip \_\_\_\_\_

Planned activities \_\_\_\_\_

Name of First Aider \_\_\_\_\_ Type of FA/CPR certification \_\_\_\_\_

Lifeguard/watchers if swimming in location where certified lifeguards are not supplied (see *Safety Activity Checkpoints* for requirements)

FORMS OF TRANSPORTATION FOR TRIP: Check all that apply.

Private Car       Rented/leased vehicle       Bus       Train       Boat

Airplane (include Flight # and Carrier) \_\_\_\_\_

Local contact person in case of emergency:

\_\_\_\_\_ Name \_\_\_\_\_ Relationship to Troop \_\_\_\_\_

\_\_\_\_\_ Phone # (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

I have read, am familiar with, and agree to adhere to the *Safety Activity Checkpoints* and GSCI policies, standards, and procedures from the *Volunteer Essentials*.

\_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please make sure to follow submission guidelines to allow ample time for form to be approved.

**To be completed by Staff only**

\_\_\_\_\_ Trip has been approved  
\_\_\_\_\_ Trip has not been approved for the following reasons: \_\_\_\_\_

\_\_\_\_\_ Date leader contacted \_\_\_\_\_

Program Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send completed form to:

**Girl Scouts of Central Illinois**  
Attn: Program Specialist  
701 Devonshire Drive, #B16  
Champaign, IL 61820  
email: [bwaddell@girlscouts-gsci.org](mailto:bwaddell@girlscouts-gsci.org)  
fax: 217-328-1548