

# Trip Application



Girl Scouts of NE Kansas & NW Missouri  
8383 Blue Parkway, KC, MO 64133  
(816) 358-8750 Fax (816) 358-5714  
[www.girlscoutsksmo.org](http://www.girlscoutsksmo.org)

Submit this form six weeks in advance to obtain written approval for a trip extending overnight.

Service Unit \_\_\_\_\_ Troop \_\_\_\_\_

Age Level (Check one)  Brownie  Junior  Cadette  Senior  Ambassador

Leader's Name _____			
Address _____			
Street	City	State	Zip
E-Mail _____			
Telephone ( ) _____	( ) _____	( ) _____	
Day	Evening	Cell	

## Basic Information

Adult in charge \_\_\_\_\_

Position \_\_\_\_\_

Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Trip destination \_\_\_\_\_

Purpose of trip and activities \_\_\_\_\_

Trip Dates \_\_\_\_\_ Approximate number of miles one way \_\_\_\_\_ Travel time \_\_\_\_\_

Overnight accommodations (tents, cabin, hotel) \_\_\_\_\_

Experience – List trips girls have taken \_\_\_\_\_

Number attending: B \_\_\_\_ J \_\_\_\_ C \_\_\_\_ S \_\_\_\_ A \_\_\_\_

Tags F \_\_\_\_ M \_\_\_\_

Registered Adults F \_\_\_\_ M \_\_\_\_

Non-registered adults F \_\_\_\_ M \_\_\_\_

**Length of Activity**  1 or 2 nights  More than 2 nights

Girl Scout Accident Insurance does not cover stays of more than two (2) nights, or provide insurance for non-members. Supplemental coverage should be purchased for additional nights and non-members.

Is an Insurance Form needed?  Yes  No

**Transportation** Drivers must be age 21 or above, personally insured, licensed, familiar with vehicle and have safe driving records. Only vans up to 12 passengers are approved for transporting Girl Scout groups.

Personal vehicle(s)

Rented, borrowed or chartered vehicle(s), bus, train, or plane. (NOTE: complete the Trip Transportation Information for Vehicles form.)

## Finances

**Income** Troop will pay \$ \_\_\_\_\_

Girls will pay \$ \_\_\_\_\_

Adults will pay \$ \_\_\_\_\_

Tags will pay \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

**TOTAL INCOME** \$ \_\_\_\_\_

**Expenses** Transportation \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Food \$ \_\_\_\_\_

Program Activities \$ \_\_\_\_\_

Emergency fund \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

## Trip Application, continued

Check *Safety-Wise* before planning any trips with girls. Review the trip Planning Checklist in *Safety-Wise*. Verify that the home contact person for emergencies has the itinerary and the council emergency procedure green card. Verify that the parents/guardians have a copy of the itinerary and the name and telephone number of the home contact person for emergencies.

### Additional Information

List activities of greater risk than usual (horseback riding, boating, etc.) \_\_\_\_\_

Will troop be swimming?  Yes  No

If yes, name of Lifeguard \_\_\_\_\_ Certification expires \_\_\_\_\_

Camp trained adult (if camping) \_\_\_\_\_ Date of training \_\_\_\_\_

Certified First-Aider \_\_\_\_\_ Certification expires \_\_\_\_\_

CPR Certified Adult \_\_\_\_\_ Certification expires \_\_\_\_\_

**Reminder:** Extra drivers need to accompany group if plans involve extending driving time.

### Home Contact Person for Emergencies

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Day Evening Cell

### Before departure, send to your Membership Manager at NE Kansas & NW Missouri Council:

1. A detailed itinerary including contact information throughout the trip.
2. Complete roster of all girls and adults in traveling group along with home contact information.
3. Any contracts or agreements, attach for council staff to sign.
4. Contact Membership Manager with any changes.

I have read and agree to adhere to the related GSUSA standards, guidelines, and safety checkpoints in *Safety-Wise* and will follow NE Kansas & NW Missouri Council policies, standards, and procedures. I understand that parents/guardians **must** give written permission for their child to participate.

Leader \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Name Position