

A Trip Application is necessary to ensure that all GSHNJ safety policies, standards, and guidelines are properly met prior to Girl Scouts’ participation in the activity.

Complete this application if your troop or group is:

- participating in a high-risk activity, as defined by Safety Activity Checkpoints
- participating in a domestic trip up to two nights (three nights if over a federal holiday)

A Trip Application is not required for participation in council-hosted programs.

Council approval must be obtained for the following types of events within the timelines stated below. Girl Scouts insurance coverage only applies to overnight and high-risk activities that have received formal council approval. **Applications received after the submission deadline may not be approved.**

EVENT	EXAMPLE	REQUIRED FORM
HIGH-RISK ACTIVITIES	Include, but are not limited to most aquatic activities, target sports, horseback riding, most winter sports, rafting, tubing, go-karts. See Safety Activity Checkpoints for a comprehensive list.	Troop/SU Trip Application submitted 30 days prior to event
DOMESTIC OVERNIGHTS	Up to two nights (three nights if over a federal holiday); Sleepovers, hotel stays, camping, Service Unit camporees on a GSHNJ property or elsewhere.	Troop/SU Trip Application submitted 30 days prior to event
EXTENDED OVERNIGHTS	Any overnight event within the U.S. that is three nights or longer in length.	International/Extended Trip Application submitted 120 days prior to event
INTERNATIONAL TRAVEL	Any trip outside of the U.S. for any length of time.	International/Extended Trip Application submitted 120 days prior to event

Approval Process

- To obtain approval, the Event Coordinator must submit a fully executed application and final roster so that council staff receive it at least 30 days prior to the event (120 days for extended overnight or international travel). Applications received after the submission deadline may not be approved.
- Council staff review applications to verify all components and correspond with the Event Coordinator to request any additional information.
- Approval/partial approval/denial will be communicated to the Event Coordinator no later than one week prior to the event.
- No changes may be made to the roster after applications are approved.

Applications may be completely or partially denied if:

- Trip application is not received 30 days prior to event (120 days for extended overnight or international travel)
- Paperwork and/or rosters are incomplete
- Necessary insurance documentation has not been received
- Participants are not registered members and/or adults have not passed a background check
- Necessary training (i.e., First Aid/CPR and Outdoors/Overnights training) has not been completed
- Event includes [activities that are expressly forbidden](#) as Girl Scout activities

Event Coordinators are responsible for:

- Reviewing [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) prior to submission of Trip Application
- Creating an Emergency Action Plan (EAP) and advising group leaders on permission slip protocols
- Verifying all volunteers contributing to [safety ratios](#) are registered members and have passed a GSHNJ background check; maintaining proper safety ratios for the duration of the activity
- Verifying all adults attending overnight events are registered members and have passed a GSHNJ background check.
- Ensuring there is one adult with a current First Aid/CPR certification per troop/group/site who will be present during the entire event
- Requesting staff signatures on any contracts or agreements for the event, including contracts for vehicle rentals. Use this link to [request an authorized signature](#).
- Ensuring GSHNJ has a Certificate of Insurance (COI) on file for contractors, vendors, program delivery facilitators, transportation companies, and rental venues. Council staff can advise if a COI is already on file; use this link to [request a COI from another business be sent to GSHNJ](#).
- Purchasing any Optional Activity Insurance for activities or events excluded under the Basic Accident Insurance Plan (Plan 1) for members, high-risk activities, or non-member participants such as parents and siblings. Council staff can advise on the necessity of additional insurance.
- Submitting a completed Trip Application with final rosters so council staff receive it 30 days prior to the event (120 days for extended overnight or international travel). NOTE: once approved, no changes may be made to the roster.



Adults

SAFETY

For all troop and service unit events, Girl Scouts' [girl-to-adult safety ratio](#) must be followed.

There must be one adult with a current First Aid/CPR certification per troop/group/site who will be present during the entire event.

CHAPERONES

Adults chaperoning Girl Scouts other than their own children, and thus being counted in the girl-to-adult safety ratio for the troop/group, must be registered members and have passed a background check prior to the event. Membership with another council is acceptable if it can be verified by GSHNJ.

DRIVERS

All adults driving Girl Scouts other than their own children must be registered members and have passed a background check prior to the event. Membership with another council is acceptable if it can be verified by GSHNJ.

OVERNIGHT GUESTS

All adults participating in overnight events must be registered members and have passed a background check prior to the event. Membership with another council is acceptable if it can be verified by GSHNJ. Men must sleep separately from Girl Scouts and do not count toward overnight safety ratios.

NON-PARTICIPATING ADULTS

The following individuals are not considered active event participants; therefore, registration and background checks are not required:

- Adults who are not actively participating in the event and are not staying overnight
- Adults who only drop-off/pick-up their own children
- Adults who remain at the site but are not chaperoning Girl Scouts or participating in the girl-to-adult safety ratio and are not staying overnight

NOTE: The Event Coordinator may opt to purchase Plan 2 insurance for non-participating adults. If purchasing Plan 2 insurance, these participants should be listed on the event roster. If Plan 2 insurance is not purchased for these adults, they will not be covered under Girl Scout insurance.

Service Unit-Hosted Events & Camporees

Only one Trip Application needs to be submitted for service unit-hosted events. The single application must include rosters for each troop/group attending. Individual troops participating in a service unit-hosted event do not need to submit separate Trip Applications or rosters to GSHNJ.

Trip Applications are required for service-unit hosted camporees both on GSHNJ properties and elsewhere, for both overnights and daytime-only events.

All service unit-hosted camporees on GSHNJ properties require one adult to attend Camporee Director training. Information on this training is included in the Site Reservation Procedures packet on our [Camps page](#). This is not necessary for individual troops hosting camping events.

Each troop/group/site at any camping event must have:

- An adult with a current First Aid/CPR certification
- An adult who has completed Outdoors and Overnights (O&O) Training Step 1
- If the event includes a campfire, one adult per site must have completed O&O Training Step 2.
- If the event includes advanced outdoor cooking activities (propane stove, charcoal fire, etc.), one adult per site must have completed O&O Training Step 3.

Overnight Safety

Any event including an overnight stay must meet the following requirements. See more guidelines on page 13 of [Safety Activity Checkpoints](#).

- Adults and girls never share a bed, except for mothers and daughters.
- If an adult female shares the sleeping area with girls, there must always be two unrelated adult females present.
- If males are participating, separate sleeping and bathroom facilities must be provided for them.

Training

One adult with a current First Aid/CPR certification is required to attend whenever a troop ventures outside of their regular meeting place. GSHNJ offers a variety of CPR and First Aid certifications from both the American Heart Association and the American Red Cross at discounted rates, but certifications may be obtained through other organizations. Training conducted entirely online is not acceptable. Blended training is acceptable when followed by an in-person skills test monitored by the sponsoring organization. Review the [latest standards](#) in First Aid/CPR certifications and [currently available courses](#).

Outdoors and Overnight (O&O) Training is a progressive series of training modules intended to prepare volunteers for adventures with their troops. O&O Step 1 is required for all overnight events, regardless of venue; it is a 45-minute online self-study. O&O Step 2 and Step 3 are in-person sessions that teach adults advancing outdoor skills and how to pass these skills on to Girl Scouts. Find O&O Step 1 in [gsLearn](#), and check our calendar for [currently available advanced courses](#).

Other Paperwork

ROSTERS: Each trip application must be submitted with electronic rosters of each girl and adult who will be participating in the event. Guests and adults who only drop-off/pick-up their own children, or adults who remain at the site but are not chaperoning girls or participating in the girl-to-adult safety ratio are not considered active participants and do not need to be listed on the roster unless Plan 2 insurance is being purchased for them. All overnight participants must be on the roster.

Rosters must list each participant's full legal name (no nicknames) and everyone must list an emergency contact who is not present at the event. Only electronic rosters will be accepted; do not submit handwritten lists. [This Excel template](#) is highly recommended. Rosters may not be modified once applications are approved.

PERMISSION SLIPS: All Girl Scouts attending the activity must provide a signed permission slip to their troop/group leader. Permission slips are not submitted to council staff, and must be accessible for the duration of the activity. For high-risk activities, overnights, extended overnights, and international travel, this [permission slip](#) is required.

STANDARDS OF PERSONAL CONDUCT & COMMUNITY BEHAVIOR AGREEMENT: For any overnight, it is strongly recommended that all participants complete the [Standards of Personal Conduct and Community Behavior](#) agreement. This form may be retained by the Event Coordinator.

GIRL SCOUT ACTIVITY INSURANCE: Upon registration, every Girl Scout and adult member is automatically covered under Girl Scout Activity Accident Insurance basic coverage (Plan 1) when attending approved, supervised Girl Scout events and activities. Parents, siblings, and other non-member attendees are not covered by Plan 1 insurance. Registered members who are not of the correct age for an event are also not covered (i.e., a Brownie tagging along to an Ambassador event). Troop or service unit-hosted events that allow non-members to participate are encouraged to purchase optional insurance as outlined below. These plans are secondary insurance and apply only to approved, supervised Girl Scout activities.

Please visit [Mutual of Omaha's website](#) for more detailed information. Council staff can advise on the purchase of additional insurance for events or high-risk activities.

Under all Optional Plans, 100% of participants must enroll to be covered. There is a minimum premium charge of \$5 for each online submission. The troop/group may include several events in one submission to meet the minimum. Optional plans must be purchased through GSHNJ.

Available Optional Insurance Plans:

- *Plan 2 Accident Insurance*: 11¢ per participant per calendar day. For member and non-member participants in approved Girl Scout activities.
Use this link to [Request for Girl Scout Plan 2 Activity Accident Insurance](#)
- *Plan 3E Accident and Sickness Insurance* (secondary insurance): 29¢ per participant per calendar day. For member and non-member participants in approved Girl Scout activities 4 days/3 nights or longer.
Use this link to [Request Girl Scout Plan 3E Activity Accident & Sickness Insurance](#)
- *Plan 3P Accident and Sickness Insurance* (primary insurance): 70¢ per participant per calendar day. For member and non-member participants in approved Girl Scout troop travel of 4 days/3 nights or longer.
Use this link to [Request for Girl Scout Plan 3P Activity Accident & Sickness Insurance](#)
- *Plan 3PI Accident and Sickness Insurance for International Trips* (primary insurance): \$1.17 per participant per calendar day. Required for members and non-member participants in approved international trips. Primary coverage, not subject to coordination of benefits and includes emergency travel assistance service.
Use this link to [Request Girl Scout Plan 3PI Activity Accident & Sickness Insurance with TAS](#)

More detailed guidance on travel and safety standards, protocols, and best practices can be found in [Volunteer Essentials](#) and [Safety Activity Checkpoints](#), or by reaching us at info@gshnj.org or 908-518-4400 opt 0.

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- participating in a high-risk activity, as defined by Safety Activity Checkpoints
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A Trip Application is not required for participation in council-hosted programs.

**Applications must be submitted at least 30 days in advance of the event, trip, or overnight.
Applications received after the submission deadline may not be approved.**

Event Coordinator		Email		Phone	
Event Host is	SU	Troop	Service Unit #	Troop #	
Type of Activity: High-Risk Overnight (up to 2 nights) Overnight (3 nights over federal holiday)					
Program Level(s): Daisy Brownie Junior Cadette Senior Ambassador					
Venue			Accommodation Type (if overnight)		
Venue Address			City	State	Zip
Activity Begin/Departure Date			Activity End/Return Date		
Transportation Type: Private Vehicle(s) Chartered Bus Leased Vehicle(s) Other:					

At-Event Emergency Contact	Phone
At-Home Emergency Contact	Phone

Please contact me with details regarding insurance to cover high-risk activities or non-member participants not covered under Girl Scout Activity Accident Insurance (Plan 1).

Type of Training	Name of Certified Adult	Certification Date
First Aid/CPR		
Outdoors & Overnights Step 1		
Outdoors & Overnights Step 2		
Outdoors & Overnights Step 3		

Attach an additional list, as necessary.

I have reviewed [Volunteer Essentials](#) and [Safety Activity Checkpoints](#), and confirm these standards are met for this activity/event.

I have created and shared an Emergency Action Plan (EAP) as outlined on page 8 of [Safety Activity Checkpoints](#), and advised group leaders on permission slip protocols.

I have verified all volunteers contributing to [safety ratios](#) are registered members and have passed a GSHNJ background check; we will maintain proper safety ratios for the duration of the activity.

I have verified all adults attending overnight events are registered members and have passed a GSHNJ background check.

I confirm there is one adult with a current First Aid/CPR certification per troop/group/site who will be present during the entire event.

I have requested council staff signatures on all contracts or agreements for this event, as I understand that volunteers are not authorized to enter into these agreements on behalf of Girl Scouts.

I have confirmed that GSHNJ has a Certificate of Insurance (COI) on file for contractors, vendors, program delivery facilitators, transportation companies, and rental venues for this event, or have requested one be obtained.

I have included a completed Trip Application with final electronic rosters, not handwritten. I understand that once approved, no changes may be made to the roster.

Event Coordinator Signature

Date



Complete form, attach any accompanying paperwork as necessary, and **email** complete package to info@gshnj.org with “Trip Application” in the subject line.

Do you need help compiling your Trip Application and other documents?
Find us at info@gshnj.org or 908-518-4400 opt 0.