

Trip and High Risk Activity Notifications

What is a Trip?

A Girl Scout trip is an opportunity for girls to have fun, to experience adventure, and to enrich their ongoing Girl Scout program. Sometimes a trip is the culmination of a progression of activities that the girls are already engaged in.

A trip is defined as any time a group has an activity at a location other than the regularly scheduled meeting place. If the group will start and end at the regular meeting location, but will walk to a local park or other destination, this activity is not defined as a trip.

Safety-Wise should be consulted when planning any trip.

Safety-Wise will help determine if troops are ready to participate in troop/group travel and trips. Safety and money earning procedures are also available in this resource.

When planning your activity or trip please refer to the current *Council Resource Guide* (CRG) http://girlscoutsnorcal.org/documents/GSNorCal_Council_Resource_Guide.pdf in addition to *Safety-Wise*.

Below are some hints and general information.

<Note: if the URL doesn't link when clicked, just copy it into your browser.>

Council has a new **Trip Checklist** to assist you in planning your activities.

http://girlscoutsnorcal.org/documents/Trip_Checklist.pdf

Trip and High Risk Activity Form can be found at:

http://www.girlscoutsofpaloalto.org/files/Trip_HighRisk.pdf

Please complete all the areas. The budget area is the only area that may not apply, all other areas need to be completed.

When do I need to use the Trip and High Risk form?

When your activity/trip is farther than 1 hour driving time or longer than 6 hours in duration or is a high risk activity. If you are attending a Service Unit or Council event you do not need to complete the form.

Where do I send the form?

Completed forms must be EMAILED to the Service Unit PSM (Evelyn Guernsey jandeg@sbcglobal.net). It must be emailed as some forms will need to be sent to Council for approval. SU will send to Council when needed. [Note: The form available from the Palo Alto Web site can be filled-in online, saved, and emailed as an attachment. There is also a copy available from GS NorCal if you just want to print and scan the filled-in form.]

How far in advance do I need to file the form?

Earlier is better. The times stated below are minimum times. Forms that need to go to Council can take longer than 4 weeks.

- Trips farther than 1 hour driving time or longer than 6 hours in duration but NOT high risk – 2 weeks in advance
- Trips longer than are two nights or involving air travel – 4 weeks in advance
- High-risk activity (see Safety Wise for list of High-risk activities) – 4 weeks
- International Trip – 1 year

Who can chaperon a trip or be a driver?

ONLY VOLUNTEER APPROVED Adults. Make sure your drivers, chaperons and emergency contacts are Volunteer Approved and currently registered.

If dad is one of your chaperons please follow the procedures in Safety Wise as they pertain to having males on trips.

Do I need Health History forms?

Yes, you need current Health History forms for each girl and adult on the trip.

What do I need to send the emergency contact?

Make sure you emergency contact has the current list of who is on the trip and their emergency contact info along with a copy of the Trip/High Risk Form.

Do I need a certified First Aid person on the trip?

Yes! Make sure you complete this section of the form.

Can I use the Annual Permission Slip?

No. Please complete the Parent Permission slip for all trips that use the Trip/High Risk form. It can be found under Forms on the PAGS Web site, or among GSNC forms here: http://girlscoutsnorcal.org/pages/for_volunteers/forms_alpha.html

It is a Word document and can be easily completed and sent to your parents.