



# Trip Notification

Turn in to Service Unit Manager

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

Follow all checkpoints listed in the current *Safety Activity Checkpoints 2010*. When checkpoints and established council notification procedures are followed, you have permission to participate in that activity.

FOR ALL OVERNIGHTS OR TRIPS, of more than 100 miles round trip, complete and forward this form to your service unit manager prior to your trip. For an overnight trip, submit at least seven days prior to your trip (If there is not a service unit manager, or if the service unit manager is the troop leader, send to your membership director). The service unit manager will send required notifications to the council office. Trip definitions and planning procedures are on the **REVERSE** side. If this is an extended trip (250 miles or more), there are different forms to be submitted. Please contact your Service Unit Manager for details.

Date(s) of Trip: From  To  Check type of trip:  Day Trip (more than 100 miles round trip)  Overnight Trip

Service Unit: \_\_\_\_\_ Troop # \_\_\_\_\_ Age Level: \_\_\_\_\_ # attending: Girls  Adults

Destination/Site \_\_\_\_\_

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

Location of emergency phone nearest to site \_\_\_\_\_ Phone # \_\_\_\_\_

Nearest hospital, urgent care center, and/or doctor \_\_\_\_\_ Phone # \_\_\_\_\_

Transportation: # Private car(s)  Bus  Other type \_\_\_\_\_

Depart from: \_\_\_\_\_ Time: \_\_\_\_\_

Return to: \_\_\_\_\_ Time: \_\_\_\_\_

Name of at home emergency contact: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Planned Activities: \_\_\_\_\_

**CHECK** *Safety Activity Checkpoints* to find out if any of the following are required for your trip. Complete appropriate spaces.

• First Aider \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Date first aid training completed \_\_\_\_\_ Date CPR training completed \_\_\_\_\_

• Certified Aquatics Supervisor\* \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Type of aquatic certificate \_\_\_\_\_ Date lifeguard training completed \_\_\_\_\_

Name of agency \_\_\_\_\_ Waterfront module: year \_\_\_\_\_ no. \_\_\_\_\_

• Troop Camp Certified Adult \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ Date of Training \_\_\_\_\_

Name of Leader \_\_\_\_\_ Date \_\_\_\_\_

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

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

Adult in charge, if other than leader \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Reviewed by service unit manager/membership director \_\_\_\_\_ Date \_\_\_\_\_

\*Certified **Aquatics Supervisor** is an adult responsible for conducting boating activities or serving as a lifeguard.

For all troop activities, refer to specific “Activity Checkpoints” and “Planning Trips with Girl Scouts” in the latest edition of *Safety Activity Checkpoints 2010*.

## **PLANNING/PROCEDURES**

1. Complete, when required, the Trip Notification form #899 and forward to your service unit manager.
2. To request Additional Insurance Form #3548, contact the Insurance Specialist at the Program Center in Sacramento.
3. Some activities/trips require that a first-aider go with your troop. Look up your activity in *Safety Activity Checkpoints 2010* and see if a first-aider is required.
4. Swimming, water skiing, and wind surfing require a lifeguard. Canoeing, kayaking, rafting, tubing, row boating, and sailing require documented experience and/or certification. Read *Safety Activity Checkpoints 2010* specific information about these activities.
5. If you are going camping, a troop camp certified adult must accompany the troop. This person will also help the troop prepare for camping.
6. If you are going backpacking, a backpack certified adult must accompany the troop. This person will also help the trip prepare for camping.
7. Be sure to follow and practice the Leave No Trace Principles appropriate to your activity:
  - Plan Ahead and Prepare
  - Travel and Rest on Durable Surfaces
  - Dispose of Waste Properly
  - Leave What You Find
  - Minimize Campfire Impacts
  - Respect Wildlife
  - Be Considerate of Other Visitors.
 • Visit [www.Int.org](http://www.Int.org) or call the council office for information and ideas. Girl Scouts Heart of Central California offers a Leave No Trace course for interested leaders, adults and older girls.
8. Ensure that each driver has a packet that contains:
  - Guidelines for Drivers (form #898).
  - Parent Permission to Participate (form #161) **OR** blue permission slips (form #695) for each girl in vehicle.
  - The name and phone number of the at home emergency contact person.
  - A map to follow with pre-planned stops clearly marked.

## **DEFINITIONS & FORMS – Parental Permission is required for all trips.**

	Meeting Time Trip (Points of interest nearby)	Day Trip (excursions not during regular meetings)	Simple Overnight (Including camping, 1-2 nights, less than 250 miles)	**Extended Overnight (3 or more nights, OR more than 250 miles)	**Out of State	**International
Grades/Program	All Levels	All Levels	All Levels	4 <sup>th</sup> – 12 <sup>th</sup> Grades	7 <sup>th</sup> – 12 <sup>th</sup> Grades	9 <sup>th</sup> – 12 <sup>th</sup> Grades
Planning Timeline	2 or more meetings	2 or more meetings	4 or more meetings	12 or more months	1 – 3 years	1 – 3 years
Trip Notification Form #899 Submitted When...	No	Yes, if more that 100 miles round trip Prior to Trip	Yes Seven days Prior to Trip	No N/A	No N/A	No N/A
Intent to Travel** Form #893 Submitted When...	No N/A	No N/A	No N/A	Yes 4-9 months Prior To Trip	Yes 12 months or more Prior To Trip	Yes 1-2 Years Prior To Trip

\*\* For extended, out-of-state and international trips, the Trip Planning training course is HIGHLY RECOMMENDED. This course is offered throughout the year. Details are found in the Adult Education Guide. The “Intent to Travel” Form #893 is available through the service unit, Trip Consultant at the Program Center in Sacramento or online at [www.girlscoutshcc.org](http://www.girlscoutshcc.org).