

Girl Scout troops and groups must relay your intention to travel on a domestic overnight lasting three or more nights or an international trip of any length **prior to formalizing any plans**. Use the [Safety Activity Checkpoints](#) and [Guide to U.S. Travel](#) or [Global Travel Toolkit](#) to steer your Girl Scouts in planning their trip. Once your application is submitted to info@gshnj.org, expect a follow-up call from GSHNJ staff to assist you in ensuring you're fulfilling Girl Scouts' protocols and safety standards.

| | | |
|---|------------------------------|--------------------------------------|
| Event Coordinator: | Service Unit #: | Troop #: |
| Coordinator Phone: | Coordinator Email: | |
| Type of Activity: | Extended Overnight | International Travel |
| Program Level(s): | Junior Cadette | Senior Ambassador |
| Destination(s): | Accommodation Type: | |
| Expected Departure Date: | Expected Return Date: | |
| Transportation Type(s): | Private Vehicle(s) | Chartered Bus Leased Vehicle(s) |
| | Airplane | Other: |
| General Trip Description: | | |
| | | |
| Are you planning any high-risk activities? | No | Yes: |

| | |
|------------------------------------|---------------|
| At-Event Emergency Contact: | Phone: |
| At-Home Emergency Contact: | Phone: |

| Type of Training | Name of Certified Adult | Certification Date |
|------------------------------|-------------------------|--------------------|
| First Aid/CPR | | |
| Outdoors & Overnights Step 1 | | |
| Outdoors & Overnights Step 2 | | |
| Outdoors & Overnights Step 3 | | |
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Use [this template](#) to attach a trip roster.

Approval Process

- To obtain approval, the Event Coordinator must submit a fully executed application and final roster *prior* to formalizing any travel plans and *no later* than 120 days prior to travel.
- Council staff review the application and correspond with the Event Coordinator to guide planning and preparation including creating an emergency action plan, obtaining travel insurance, signing contracts, working with vendors, fundraising and budgeting, involving Girl Scouts in the planning process, and required paperwork.
- Council staff review roster for membership status, background check status, training certifications, and safety ratios.
- Approval/partial approval/denial will be communicated to Event Coordinator once they've spoken with staff and successfully completed the Travel Checklist.
- No changes may be made to the roster after applications are approved.

Applications may be completely or partially denied if:

- Paperwork and/or rosters are incomplete.
- Participants are not currently registered members and adults have not passed a background check.
- Trip application is not received in time to properly complete review: at least 120 days prior to travel.
- Event includes activities that are expressly forbidden in [Safety Activity Checkpoints](#).

Event Coordinators are responsible for:

- Reviewing [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) prior to submission of Intent to Travel Application.
- Reviewing [NJ Dept of Health](#) and [GSHNJ's COVID](#) guidelines and verifying group members' vaccination status, as necessary.
- Verifying all adults contributing to [safety ratios](#) are registered members and have passed a GSHNJ background check; and maintaining proper safety ratios for the duration of the trip.
- Verifying all adults attending overnight events are registered members and have passed a GSHNJ background check.
- Ensuring there is one First Aid/CPR-certified adult per troop/group/site who will be present during the entire trip.
- Creating an Emergency Action Plan (EAP).
- Completing all items on the [Extended/International Travel Checklist](#).
- Requesting staff signatures on any contracts or agreements for the trip. Note that only council staff are authorized to sign, including but not limited to, contracts, contractor, vendor, program delivery facilitators, transportation, rental agreements, or venue reservations on behalf of service units and troops. Volunteers are *not authorized* to enter into these agreements on behalf of Girl Scouts. 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 will advise if a COI is already on file; use this link to [request a COI from another business be sent to GSHNJ](#).
- Purchasing Optional Activity Insurance for activities or events excluded under the Basic Accident Insurance Plan (Plan 1). Council staff will advise on additional insurance purchases.

Event Coordinator Signature:

Date:

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