

A Trip Application is required for any troop or service unit-hosted event that includes an overnight or high-risk activity as defined in the most current version of [Safety Activity Checkpoints](#). A Trip Application is not required for participation in council-hosted programs. The application is necessary to ensure that all GSHNJ safety policies, standards, and guidelines are properly met prior to Girl Scouts' participation in the activity. Please note that Girl Scouts insurance coverage only applies to overnight and high-risk activities that have received formal pre-approval.

Pre-approval must be obtained for the following types of events within the stated timeline:

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
OVERNIGHTS	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).
- Council staff approve applications for troop and service unit-hosted events. Staff verify all components of the Trip Application and correspond with the Event Coordinator to request any additional information.
- Approval/partial approval/denial will be communicated to 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:

- 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 30 days prior to event (120 days for extended overnight or international travel).
- Event includes activities that are expressly forbidden as Girl Scout activities.

Event Coordinators are responsible for:

- Reviewing [NJ Dept of Health](#) and [GSHNJ's COVID](#) guidelines and verifying group members' vaccination status, as necessary.
- 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; and 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 First Aid/CPR-certified adult per troop/group/site who will be present during the entire event.
- Requesting staff signatures on any contracts or agreements for the event. 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 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 purchases.
- 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.

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



Adults

At least two unrelated, approved, adult volunteers must be present for all troop or service unit events. An approved volunteer has become a member of GSHNJ, been assigned a formal volunteer role, and passed a GSHNJ background check.

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 at another council is acceptable if it can be verified by GSHNJ.

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 at another council is acceptable if it can be verified by GSHNJ.

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

Adults who are not actively participating in the event do not need to be registered members, background checked, or included on the roster. Adults who only drop-off/pick-up their own children, or adults who remain at the site but are not chaperoning Girl Scouts or participating in the girl-to-adult safety ratio are not considered active participants.

COVID-19 Protocols

Visit [our website](#) for the most up-to-date guidelines.

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 obtained once Camp Hoover, Camp DeWitt, or The OVAL reservations are confirmed. This is not necessary for individual troops hosting camping events.

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

- An adult certified in First Aid/CPR.
- An adult who has completed Outdoors and Overnight (O&O) Training Step 1.
- If the event includes a campfire, one adult per site must also 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 also 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 10 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. 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. [This Excel template](#) is highly recommended. 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 should not be listed 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 Trip 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. In most cases, the [annual permission slip](#) is acceptable, however for high-risk activities, overnights, extended overnights, and international travel, a separate [permission slip](#) is required.

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 GSHNJ's insurance plan. Registered members who are not of the correct age for an event are also not covered (ie: 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% enrollment is required for those 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 Plans:

- *Plan 2 Accident Insurance*: 11¢ per participant per calendar day. For member and non-member participants in approved Girl Scout activities 3 days/2 nights or longer.
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 GS 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 GS 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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Event Coordinator	Email	Phone		
Event Host	Service Unit #	Troop #		
Type of Activity:	High-Risk	Overnight	Extended Overnight	International Travel
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 Vehicles	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 [NJ Dept of Health](#) and [GSHNJ's COVID](#) guidelines and verified group members' vaccination status, 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 in 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 First Aid/CPR-certified adult 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. Or **mail** to

Trip Application
Girl Scouts Heart of New Jersey
1171 State Route 28
North Branch, NJ 08876

Completed Trip Applications and accompanying paperwork must be received by council staff 30 days prior to the event (120 days for international trips). *Note: if mailing, account for extra processing time as mail passes through USPS.*