



Council Use		
Documents received	YES	NO
Insurance on file	YES	NO
COIs obtained	YES	NO
Approval Sent:	_____	

GIRL SCOUTS OF EASTERN PENNSYLVANIA EXTENDED TRIP APPLICATION

All extended trips require a Proposal and a Final Submission in order to be approved. Please indicate which form you are submitting by checking the appropriate box. You will receive a response regarding your trip's approval within 10 business days. Please send Extended Trip Applications to travel@gsep.org and send all COI(s) to memberservices@gsep.org.

First, submit your Proposal according to the deadlines below. Please wait for Proposal approval before submitting your Final Submission. Then, submit your Final Submission according to the deadlines below. When submitting your Final Submission, you may complete the entire form, or just fill in the sections that have new information or changes. Please indicate these sections in the box. Final Submission approval is required in order for your trip to be considered an official Girl Scout trip.

<input type="checkbox"/> Proposal <ul style="list-style-type: none"> Submit 3 months prior for trips 3 nights or more in council. Submit 6 months prior for trips 3 nights or more outside of council within the US. Submit 12 months prior for international trips. 	<input type="checkbox"/> Final Submission <ul style="list-style-type: none"> Submit 30 days prior for trips 3 nights or more in council. Submit 60 days prior for trips 3 nights or more outside of council within the US. Submit 60 days prior for international trips. <p>Please list updated sections:</p> <p>_____</p>
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Section 1—General Information

Today's Date:	Troop No.:	Service Unit No.:	
		Service Unit Name:	
Trip Leader Name:			
Address:	City:	State:	ZIP:
Phone Number:		Email:	

Number of Registered Girl Scout Participants:						
Brownie	Junior	Cadette	Senior	Ambassador	Adults	
					Females	Males

Adult certifications and trainings:		
These Adults <u>have</u> the trainings or certifications required for this trip and are able to perform their role.		
Name	Certifications/Trainings	Date
	First Aid and CPR (REQUIRED)	
	Outdoor/Indoor skills 1&2 (REQUIRED)	
	Other	

Trip Insurance Information: Additional insurance is required for trips lasting 3 or more nights. Check GSEP's website for details about each plan. Please submit form & payment to Human Resources at Shelly Ridge, 330 Manor Road, Miquon, PA 19444.			
<input type="checkbox"/> Plan 2	<input type="checkbox"/> Plan 3E	<input type="checkbox"/> Plan 3P	<input type="checkbox"/> Plan 3Pi (International Trips)

Emergency Contact at Home:
Name:
Day Phone:
Evening Phone:

Emergency Contact on Trip:
Name:
Phone:

Section 2–Trip Activity Information

Departure Date:	Return Date:
Trip Destination:	
Please attach an outline of the activities the girls will do each day. Asterisk (*) high risk activities.	
Are there high risk activities on this trip? Yes No	
<input type="checkbox"/> High risk activities reviewed with parents/ guardians. <input type="checkbox"/> COI is on file with GSEP or submitted.	

Section 3–Lodging

Lodging: Please list the name and address of where you will be staying. Must provide separate sleeping quarters and toilet facilities for males on trip.

Vendor name and address	COI on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
Vendor name and address	COI on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
Vendor name and address	COI on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required
Vendor name and address	COI on file <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required

Driver list: if traveling by car/van complete the following chart. List additional driver(s) information on a separate paper.

Name	Volunteer Driver Form completed

Section 5–Budget

Trip Costs	\$
Airfare	
Lodging	
Transportation	
Food	
Activities	
Tipping	
Registration	
Insurance	
Trip Buffer 10% over trip costs to cover higher prices, incidentals that arise, etc.	
Other:	

Section 4–Transportation

Type of transportation planned:

Bus
 COI is on file with GSEP or submitted.

Plane, airline and flight numbers:

Boat
 COI is on file with GSEP or submitted.

Train

Car
 Van (10 passenger or less)
 Volunteer Driver form completed and on file with leader and GSEP.

Section 6–Trip Participant Roster

List all participants attending the trip (Adults and Girls). Everyone must be a Registered Girl Scout. *If you need more space, submit an additional typed page that contains the information below.*

Girl or Adult	Name	Birth date	Age at time of trip	Girls or Adults have required permissions	Adults have background clearance

Section 7–Trip Approval

Trip Leader Statement of Compliance

Please verify that you are in compliance with the below statements:

	GSUSA and GSEP health, safety, and emergency procedures have been reviewed and are being followed.
	Parents/guardians are informed of the trip activities, safety and emergency procedures, and have essential contact information.
	Appropriate permissions (including health forms) have been obtained for each girl and will be carried by the leader and first aider at all times.
	Our group will conduct ourselves in a positive manner as representatives of Girl Scouts.
	All adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
	SUM notified of intent to travel.

Trip Leader Signature:

Date:

(Your typed name may act in place of a signature)