

**Girl Scouts of Central & Southern NJ, Inc.  
Guideline Procedures for Troop Trip and Service Unit Event Approval**

**Approval must be obtained before taking any Girl Scout troop trip or planning any Service Unit Event. All approved trips should be recorded on the Troop Trip Log. Only approved trips/events may use Girl Scout funds and are covered by insurance.**

TYPE OF TRIP	PROCEDURES	DEADLINE FOR APPROVAL*
Council sponsored trips/programs/events	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for girl/adult ratios.</li> <li>2. Obtain <b>verbal approval</b> from SUM or designee</li> <li>3. Record on <b>Troop Trip Log</b>.</li> </ol>	When Registration is accepted.
Service Unit Events	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for activity check points.</li> <li>2. Service Unit Event Coordinator completes and submits <b>Troop Trip Application/Service Unit Event Form</b> for Service Unit event (day trips included). Form will be inclusive for all troops attending. Event Coordinator must require a roster of attendees from each troop and a list of trained individuals per troop, if necessary for the event.</li> <li>3. Individual troops record on <b>Troop Trip Logs</b>.</li> </ol>	Suggested: Two (2) to six (6) weeks <u>prior</u> to event.
Day trip within Council jurisdiction except those involving HIGH RISK activities or leasing vehicles (see below)	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for activity check points.</li> <li>2. Obtain <b>verbal approval</b> from SUM or designee</li> <li>3. Record on <b>Troop Trip Log</b>.</li> </ol>	Suggested: One (1) week prior to event.
Day trip outside Council jurisdiction.	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for activity check points.</li> <li>2. Obtain <b>verbal approval</b> from SUM or designee</li> <li>3. Record on <b>Troop Trip Log</b>.</li> </ol>	Suggested: Two (2) to six (6) weeks <u>prior</u> to event.
Any trip involving <u>any</u> <b>HIGH RISK</b> activity. AND Any Simple Overnight (1 - 2 nights)	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for activity check points.</li> <li>2. Complete and submit <b>Troop Trip Application/Service Unit Event Form</b> to SUM or designee.</li> <li>3. Record on <b>Troop Trip Log</b></li> </ol>	Suggested: Three (3) to Six (6) weeks prior to trip.
Any overnight trip of more than two (2) consecutive nights.	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for activity check points.</li> <li>2. Complete and submit <b>Troop Trip Application/Service Unit Event Form</b> to SUM or designee.</li> <li>3. Purchase extra insurance from Mutual of Omaha.</li> </ol>	Suggested: Six (6) weeks prior to trip.
Any trip in which any rented or leased vehicles will be used	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for activity check points.</li> <li>2. Complete and submit <b>Troop Trip Application/Service Unit Event Form</b> to SUM or designee.</li> <li>3. Purchase appropriate insurance from your leasing agency.</li> </ol>	Suggested: Six (6) weeks prior to trip.
Camping trips at campgrounds other than GSCSNJ	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for activity check points.</li> <li>2. Complete and submit <b>Troop Trip Application/Service Unit Event Form</b> to SUM or designee.</li> <li>3. Record on <b>Troop Trip Log</b>.</li> </ol>	Suggested: Six (6) weeks prior to trip.
International Trips	<ol style="list-style-type: none"> <li>1. Consult <b>SAFETY-WISE</b> for activity check points.</li> <li>2. Contact your Leadership Development Specialist for details on planning international travel.</li> <li>3. Complete and submit <b>Troop Trip Application/Service Unit Event Form</b> to SUM.</li> </ol>	Suggested: One (1) year prior to trip.
<p><b>Once approval for your trip is received, you may continue planning the trip with the girls in your troop. Any trip that is not approved in advance will not be covered by Girl Scout Insurance.</b></p>		
<p><b>* It is important that you give the designated Service Unit volunteer and Council staff enough time to approve your trips. However, we understand that things happen and will do our best to accommodate your deadlines.</b></p>		