girl scouts
arizona cactus-pine

INSTRUCTIONS FOR FILING TRIP APPLICATION

WHEN NEEDED

- ANY overnight
- Day trips of at least 250 miles one-way
- ANY International trip

Complete this form in its entirety at least three weeks prior to your trip. International travel requires a minimum of 6 months prior to your trip. Member Services Executive (MSE) or designee must approve and sign your application ***before*** the trip takes place.

Submit to your MSE for approval and signature. Application must include the trip application, trip participant list, complete schedule, including time of departure to time of return. Leaders will be contacted only if additional trip information is needed.

Trip Application Forms (MS-50A/B) are available through your Neighborhood team, MSE or online at www.girlscoutsaz.org.

Prior to filing your application be sure that:

- All girl members and leaders are registered with Girl Scouts–Arizona Cactus-Pine Council.
- Adults participating in the trip understand the purpose of the trip, health and safety requirements and their role as adults in girl/adult partnership.
- The trip is appropriate for your program level – e.g. consider length of time, distance, activities, and readiness of troop members.
- The cost of the trip is feasible for your troop and manageable for each individual troop member.
- Troop trip girl/adult ratio is in compliance with Girl Scouts of the USA Safety-Wise and GSACPC Council Policies and Standards.
- Trip plans are shared with all parents/guardians. For extended trips, it is necessary that a parent/guardian informational meeting be held.

Note: Be sure to take Girl Health History/General Permission Slip (MS-28), Adult Health Form (AE-48), Accident Insurance Claim Forms and a First Aid Kit on all trips. Arizona state law mandates that all children between the ages of 5 and 8 sit in a proper child safety seat such as a booster seat.

ADDITIONAL INSURANCE

Additional insurance must be purchased for trips lasting more than two (2) nights or more than 3 nights if over an official Federal holiday weekend.

A Request for additional insurance (MS-47) must be submitted, with the appropriate fee, at least three (3) weeks prior to your trip for processing. Form can be downloaded online at www.girlscoutsaz.org.

Submit a copy of the Request for Additional Insurance and form of payment with the troop trip application.

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TRIP APPLICATION

Complete this form in its entirety. A copy of the Trip Participants List and completed schedule of trip must be submitted with the application.

Membership Services Executive (if known)_____

Area Team: ☐ East ☐ West ☐ Extended

TROOP INFORMATION

Neighborhood_____ Troop(s) #_____

Program Level(s) ☐ GS Daisy ☐ GS Brownie ☐ GS Junior ☐ GS Cadette ☐ GS Senior ☐ GS Ambassador

Total Number of Participants: girls_____ adults_____

LEADER INFORMATION

Name_____

Address_____ City_____ State_____ Zip_____

Day Phone_____ Cell Phone_____

Email_____

CERTIFICATION – First Aider

Adult Name_____

Address_____

Date Cert Expires_____

Phone_____

CERTIFICATION – Troop Camp

Adult Name_____

Address_____

Date of Training_____

Phone_____

TROOP/GROUP EMERGENCY CONTACT

Your contact person listed below will need to have a complete schedule and trip participant list of the names, addresses and phone number of all trip participants.

Emergency Contact Name_____

Address_____ City_____ State_____ Zip_____

Day Phone_____ Cell Phone_____

TRIP INFORMATION

Name of Destination_____

Address_____ City_____ State_____ Zip_____

Phone_____ Website_____

Departure Date_____ Time_____ Return Date_____ Time_____

TRAVELING BY ☐ Private Car ☐ Council Charter Bus ☐ Private Charter Bus ☐ Airlines ☐ Other_____
(Check Safety-Wise Guidelines)

Name of Bus Company (if applicable)_____

Trip planner must verify that the bus company or travel agency has a Certificate of Insurance on file with GSACPC. If not, please attach a clear copy of their certificate showing Girl Scouts–Arizona Cactus- Pine Council, Inc. as the Certificate holder. ***Per Safety-Wise all contracts under Girl Scouts must have council staff signature***.

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TRIP APPLICATION

The information below MUST BE COMPLETED before approval can be considered for this application.

BUDGET INFORMATION – please complete all information

# of girls registered in troop_____ Total cost per person $ _____

# of girls participating in the trip_____ Troop funds will pay $ _____

Participant will pay $ _____

TRIP SCHEDULE – attach additional sheet if necessary

Time/Meeting Place to Leave_____

Planned Stops_____

_____

_____

Arrive at Destination_____

Activities at Destination_____

_____

_____

Gather to Leave_____

Planned Stops_____

_____

_____

Return to Neighborhood/Home Around_____

Troop Leader's Signature_____ Troop #_____ Date_____

. . . . . .

TRIP APPLICATION APPROVAL

This application and troop participant list has been reviewed and approved by:

Membership Services Executive_____ Date_____

THIS FORM WILL NOT BE PROCESSED WITHOUT THE MSE APPROVAL.