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GIRL SCOUT TRIPS

A Girl Scout trip is an opportunity for girls to have fun and to experience adventure. It should be an activity that adds value to the girls' experience, be an integral part of a troop project, be the climax of some activity in which the girls are already involved, or in some way enrich ongoing troop activities.

Every trip should have an immediate purpose. For the young or inexperienced troop, the purpose might be as elementary as to ride on a train. For the experienced troop, the purpose could be to take part in a troop exchange, to test camping skills in a different environment, or to visit historic places.

CHECKLIST FOR PLANNING TRIPS

- ✓ Incorporate girl planning
- ✓ Ensure financial accessibility for all girls
- ✓ Plan for special accommodations
- ✓ Check **Safety-Wise** standards
- ✓ Check for **GSEM** policies
- ✓ Secure certificate of liability when required by GSEM (Check website www.girlscoutseasternmass.org)
- ✓ Check local safety regulations camping/overnight, ie; fire, police, hospital
- ✓ Secure non-member insurance

GENERAL PROCEDURES FOR TROOP TRIPS

- ✓ Parent permission slips must be completed for each activity away from the troop meeting place, signed, and returned to the volunteer. Sample available at www.girlscoutseasternmass.org under Resource Library and Forms
- ✓ Health history forms and parent Authorization for Medical Emergency treatment must be signed annually and taken on all trips.
- ✓ A Health Examination Record is required for each girl participating in a trip of 4 days (3 nights) or more.
- ✓ The volunteer must submit on schedule any additional forms required for the type of trip planned, ie; Troop/Service Unit Activity Application
- ✓ Have all contracts signed by **GSEM CEO or her designee**

Type of Trip	Approved by/when	Form(s) Needed
Neighborhood Walk about from meeting place		Annual Girl Permission Form
Field Trip, Day Trip, Meeting Trip	Two Weeks in Advance by SU Coordinator or GSEM Staff	Activity Permission Form, Troop/Service Unit Activity Application
Overnight	Six Weeks in Advance by SU Coordinator or GSEM Staff	Activity Girl Permission Form, Troop/Service Unit Activity Application
Camping (1 or 2 nights)	Six Weeks in Advance by GSEM Staff	Activity Girl Permission Form, Troop/Service Unit Activity Application
Extended Overnight (3 nights or more, not over a federal holiday)	Six Months in Advance by GSEM Staff	Activity Girl Permission Form, Extended Trip Application, Health Examination Form
International Trip	Eighteen Months to Two Years in Advance by GSEM Program Staff	Activity Girl Permission Form, Extended Trip Application, Health Examination Form, Minor Permission to Travel (notarized)
Troop Money Earning	Two Weeks in Advance by GSEM Staff	Activity Girl Permission Form, Troop Activity Application



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Procedures for Activities Beyond The Troop Meeting

Troop/Service Unit Activity forms need to be completed whenever a troop is participating in an event that is not at their regular meeting place and time. A Service Unit completes one for any Service Unit event. Forms may be found at www.girlscoutseasternmass.org. Completed forms may be submitted to the SU Coordinator/GSEM Staff for authorization. Forms may also be completed and submitted on-line by going to www.girlscoutseasternmass.org. Choose the internet option. Mail forms to GSEM, 265 Beaver St., Waltham, MA 02452. (See reverse side for Types of Trip)

COUNCIL EVENTS

Troop/Service Unit Activity forms do not need to be submitted when troops participate in a council sponsored event that they have registered through the council for either by e-council or a paper registration. When troops receive their confirmation for a council event, it will specify that they do not need to complete a Troop/Service Unit Activity form.

For example: Troops would not need to fill out a Troop/Service Unit Activity for the Art of Ballet Workshop as registration is through council. However, if they purchase tickets through the ballet, for a performance after the workshop, they would need signed permission.

Certificates of Liability Insurance needs to be on file in the Waltham office for any activity featured in Safety-Wise as requiring it. This requirement is generally listed under the *Planning and Supervision* or the *Site* section of a checkpoint in Safety-Wise. Examples of these activities would be hayrides, amusement parks, gymnastics, and horseback riding. It is also the council's policy to request a certificate of liability insurance when risk is involved in an activity (eg. rock wall climbing, white water rafting, martial arts, public pools, and athletic clubs). If you need to verify that a certificate is on file with the council's, please check the council's website at www.girlscoutseasternmass.org in the resource library or call the Waltham office and speak with the Administrative Assistant to Chief Membership Services Officer (CMSO).

Certificates of Liability Insurance needs to be renewed annually as they expire at different times of the year. Certificates are only requested when a troop asks to go to the site. Thus, the first troop to go to that site in a year will be the one to ask for the certificate.

Waivers may be required by facilities that offer activities that may involve risk. It is a GSUSA policy that we do not sign waivers which give away your rights. However, for some activities, GSEM will allow you to sign waivers after we have screened them and have agreed to accept the liability. The council has the final say on accepting liability. We will make every effort for girls to try new opportunities, but ultimately the goal is to keep them safe and to protect their rights.

Extra Insurance is needed anytime you are holding a Girl Scout event, trip, or function that will include non-scouts. It is also needed for trips that are more than three nights, international trips, and trips where girls do not have accident and sickness insurance.

Drivers

Car Insurance for Adults Driving Children: vehicle owners should have a minimum of \$50,000 per person/\$100,000 per accident bodily injury and \$50,000 for damage to property of others.

Van Rentals

15 passenger vans may be rented by trained troop volunteers if the van was manufactured after 2005. It would be preferable to have troops rent 12 passenger vans. Rental agreements need to be in the name of the troop volunteer and not the council. Volunteers may sign these agreements. Volunteers must take out the extra insurance that is offered by the rental company.



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Troop Camping Tent or Lodge Camping

There needs to be one adult trained in Troop Camping skills and another adult certified in First Aid and CPR in attendance on all camping activities including Encampments.

Sleeping Arrangements for Overnights, Camping, or Traveling with girls.

Traveling and Overnights: when possible accommodations should be suites or adjoining rooms with adults in one room and girls in another. It is recommended in Safety-OWise that each girl has her own bed. Female adults may sleep in the same room as girls as long as one girl and one unrelated adult are not alone. In addition, an adult can only share a bed with their daughter.

Camping: Female adults may sleep in the same tent as long as one girl and one unrelated adult are not alone.

Family Camping: Families may determine their own sleeping arrangements. If families are sharing a tent, adults may be in the tent with the girls as long as there is one parent for each girl present in the tent.

Men: Men need a separate sleeping area from girls as outline in Safety-Wise

Parents must be notified about and give their permission in advance for the sleeping arrangements.

All adult chaperones must be registered and CORI'd.