



Girl Scouts of the Missouri Heartland, Inc. Troop Travel Application

Girl Scouts.

Check Safety-Wise guidelines and procedures prior to planning troop travel or submitting a Troop Travel Application. This form should be completed 4 weeks in advance of your departure date and submitted to the appropriate person(s) for approval. Upon approval, a travel permit will be sent to you.

Complete this form to obtain Service Unit Manager approval if any of the following apply:

1. Day trip is greater than 50 miles.
2. Event is a simple overnight trip.

Complete this form to obtain Service Unit Manager AND council approvals if any of the following apply:

1. Trip is greater than 100 miles out of council boundaries.
2. Travel participants will be away from home 3 or more overnights.
3. Trip is International.

Troop Information

5-Digit Troop Number _____ Service Unit Number _____ County _____

Age Level: Daisy (K-1st) Brownie (2nd-3rd) Junior (4th-5th) Cadette (6th-8th) Senior (9th-10th) Ambassador (11th-12th)

Leader's Name _____ Address _____

City _____ State _____ Zip _____ Day Phone _____

Evening Phone _____ E-Mail _____

Trip Coordinator's Name _____ Address _____

City _____ State _____ Zip _____ Day Phone _____

Evening Phone _____ E-Mail _____

Trip Details

Trip Destination(s) _____

Departure Date _____ Return Date _____

Lodging _____ Telephone _____

Lodging Address _____

Transportation: Private Vehicle Leased Vehicle Van Train Ship
 Plane Chartered Bus Other _____

Driver's Name _____ Insurance Name & Expiration _____

Driver's Name _____ Insurance Name & Expiration _____

Names of Girls Traveling _____

Names of Adults Traveling _____

CPR/First Aid Certification

Troop/group must have person(s) with current certification in First Aid and CPR for all travel.

Name of certified person _____ Phone _____

Address _____ City _____ State _____ ZIP _____

Date of First Aid Certification _____ Date of CPR Certification _____

Required for all Trips: Emergency Contact Person at Home

Name _____ Home Phone _____

Work Phone _____ Cell Phone _____

Camping Information

This section must be completed when your trip includes camping.

Basic Outdoor Skills (BOS) Training is required for backyard camping or for one night of camping at a Girl Scouts of the Missouri Heartland (GSMH) program center/property in a cabin.

Basic Troop Camping (BTC) Training is required for multiple nights of camping, tent camping at a GSMH program center/property, and camping for any length of time at a property not owned by GSMH.

Name of Campground _____ Number of Nights _____

Is campsite a Girl Scouts of the Missouri Heartland program center or property? Yes No

Name of Person Trained in BOS _____ Date Trained _____

Name of Person Trained in BTC _____ Date Trained _____

Leader Acknowledgement

I have read Chapter 5 pages 49-51 and page 54 of Safety-Wise and will follow Girl Scouts of the USA and Girl Scouts of the Missouri Heartland policies. I have attached an itinerary/agenda for my troop's trip, as well as any additional documentation required, as outlined on the Troop Travel Procedures.

Leader Signature _____ Date _____

Troop Travel Forms are due at least 4 weeks prior to travel dates. Submit the form to your volunteer Service Team Manager first, and then to a council Leadership Program Specialist if your trip is greater than 100 miles, lasting 3 or more overnights, and/or international.

For Service Team Manager & Council Use Only

Service Team Manger (for all travel applications)

I have reviewed this request and approve this activity. I have reviewed this request and do not approve this activity for the following reasons: _____

Service Team Manager Signature _____ Date _____

Council (for trips that are greater than 100 miles, lasting 3 or more overnights, and/or international)

I have reviewed this request and approve this activity. I have reviewed this request and do not approve this activity for the following reasons: _____

Leadership Program Specialist Signature _____ Date _____



