

Troop Travel Procedures

Department: Troop Support
Revision Number: 4

Date: 11/17/2020
Audience: Internal

Scope

This applies to all GSMH troops traveling, and all staff members supporting troop travel opportunities.

Purpose

To inform Girl Scouts of the Missouri Heartland troops of the guidelines and procedures for troop travel.

Procedures

Troop travel plans require **New Leader or Troop Support Specialist** approval if any of the following apply:

- Day trip is greater than 50 miles
- Event is a “simple overnight trip”

If there is no New Leader or Troop Support Specialist available, the application should be approved by the Director of Customer Service. (If unavailable, the Director of First-Year Member Services is the backup).

Travel plans require **Director of Customer Service** approval if any of the following apply:

- Trip is more than 100 miles outside of council boundaries
- Travel participants will be away from home 3 or more nights
- Trip is international

Please complete the *Troop Travel Application* no less than 4 weeks in advance of departure for domestic trips or 12 weeks in advance for international trips.

General Guidelines

- GSUSA recommends two adults to each car.
- There must be least one adult with current CPR/First Aid certification traveling with the group.
- Each vehicle should be supplied with a First Aid kit.
- Additional **Accident & Sickness Coverage** must be purchased through Mutual of Omaha for trips lasting 3 or more nights. Please contact the HR/Benefits Coordinator for more information.
- Trip leaders should read and become familiar with Sections 1 and 6 of *Volunteer Essentials*.
- An email address is necessary on a *Troop Travel Application* to receive a Travel Application Confirmation and other correspondence regarding travel plans.

Required Documentation for Any Trip Requiring GSMH Approval

- Provide GSMH with a copy of a current state-issued driver's license for each driver.
- Provide GSMH with a copy of current vehicle insurance coverage for each vehicle to be used in transporting travelers, if the vehicle is privately owned.
- Include an itinerary with any *Troop Travel Application*.
- Provide GSMH with a copy of the current passport for each international traveler.

Approval

The Director of Customer Service reviews the *Troop Travel Application* and will contact the trip leader regarding approval/denial of *Troop Travel Application*. The Director of Customer Service will be in contact with the coordinating volunteers if further documentation is required.

Girl Scouts of the Missouri Heartland, Inc.

877-312-4764 ● www.girlscoutsmoheartland.org ● info@girlscoutsmoheartland.org