

GIRL SCOUTS OF GLOWING EMBERS COUNCIL, INC.  
**TROOP TRIP & ACTIVITY APPLICATION**

This form must be submitted **four weeks** prior to the troop trip or activity. Check *Safety-Wise* for guidelines.

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Date \_\_\_\_\_ Troop # \_\_\_\_\_ S.U. \_\_\_\_\_ District \_\_\_\_\_ Level: D B J C S

Leader's Name \_\_\_\_\_ E-Mail \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_  
Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

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**PLANNING CHECKLIST**

- Check *Safety-Wise* for complete activity checkpoints.
- Any vehicle rated for 15 or more persons requires a chauffeurs license.
- There must be at least **one** extra licensed driver on any trip in a vehicle.
- No alcohol or drugs of any kind, except those prescribed by a physician, shall be taken or used by any participant in the activity.
- A signed permission slip and health history form must be obtained for each child participating. The forms for each person should be with you at all times while on the trip.
- Take a properly stocked first aid kit.
- Additional insurance is required for non-members and for trips lasting more than two consecutive nights. Insurance information and forms may be obtained by contacting the Kalamazoo Program and Training Center.**

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Indicate which type of trip/activity applies to your troop:

- Day trip outside GSGEC jurisdiction of Allegan, Barry, Branch, Calhoun, Kalamazoo and parts of Van Buren counties.
- An overnight outing, including camping at a site not GSGEC owned.
- A high adventure activity. Indicate which activity applies:
  - Swimming
  - Skiing (downhill, cross-country)
  - Horseback riding
  - Small craft (canoes, rowboats, sailboats)

Destination: \_\_\_\_\_

Address: \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of Activities : \_\_\_\_\_

Beginning Date \_\_\_\_\_ Time Leaving \_\_\_\_\_  
Return Date \_\_\_\_\_ Return Time \_\_\_\_\_

Registered **Girls** participating \_\_\_\_\_ Registered **Adults** participating \_\_\_\_\_  
Unregistered participants (siblings, parents) \_\_\_\_\_ Extra insurance:  YES  NO

Emergency Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

First Aider: \_\_\_\_\_ Phone \_\_\_\_\_

Lifeguard: \_\_\_\_\_ Phone \_\_\_\_\_

Nearest Hospital and/or Doctor: \_\_\_\_\_ Phone \_\_\_\_\_

OVER →

Method of travel:  Private Car/Van  Rented Van  Bus  Train  Airplane  
Car Information: Number of vehicles \_\_\_\_\_ Number of licensed drivers \_\_\_\_\_

Number of seatbelts per vehicle \_\_\_\_\_ Proper Vehicle Insurance?  YES  NO

Airline or Bus Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Lodging Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Non-council owned Campsite Name \_\_\_\_\_ Phone \_\_\_\_\_

Type of accommodation:  Primitive  Platform tents  Cabin/building  Other

Name of camp trained person: \_\_\_\_\_ Phone \_\_\_\_\_

Horse Riding Stable Name \_\_\_\_\_ Phone \_\_\_\_\_

**LEADER AGREEMENT**

While participating in this activity, I agree to abide by the principles of the Girl Scout Promise and Law, the Girl Scout Blue Book of Basic Documents, and the council policies as set by the Board of Directors, including *Safety-Wise*. The troop and all adults will follow all emergency procedures as developed by the council.

\_\_\_\_\_  
Leader's Signature Date

**OFFICE USE ONLY**

Trip/Activity approval:  YES  NO Reason: \_\_\_\_\_  
Overnight approval:  YES  NO Reason: \_\_\_\_\_  
Additional Insurance:  YES  NO Reason: \_\_\_\_\_

Council Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_