

## Trip info to coordinators

**Day trip**—copy of a filled in permission slip sent to the coordinator/trip person

- This can be emailed, faxed or hard copied to them.
- send to association when given to the parents
- If association travel boundaries exist then a 52x revised sent to the coordinator/trip person whenever a troop goes outside of these boundaries.

**Overnight, one or two nights**—52x revised sent to the coordinator/trip person

- If inside the red lines on the map association can approve
- If out of the red lines on the map, send to the council office
- If no association travel boundaries, then if within the red lines the trip person approves.
- If association travel boundaries exist then a 52x revised sent to the coordinator/trip person whenever a troop goes outside of these boundaries.

**More than 2 nights**—send copy of 52x revised to the coordinator/trip person

- Coordinator/trip person sends to the council

**International**—52x revised sent to coordinator/trip person

- Send to the council
  - They send to you all so you know you have a troop planning an international trip. The council will do all of the needed planning with the troop.

**What exactly do you mean by a copy of the permission slip to the association?**

A. When you let the parents know by permission slip that your troop is going out, send an extra copy of a filled out one to the association person. This is 1 slip that can be sent to the association person how it is sent to the parents. See above

**Is permission needed for troops to attend an association or council sponsored event?**

A. It is not needed for association events—you know who is coming by your pre-registration. For council sponsored events, the council does not require it, but your associations may wish for them to notify you if they are traveling.

**Rumor has it that we don't need a separate health form for every event.**

A. Yes, this is correct. Because of HIPPA all health information is considered sensitive and all forms with health information have to be stored. To cut down on the amount of paper to be stored, you can have troops turn in their troop copies in an envelope when they attend an event and when they leave pick them up and take them home. This has the added bonus of letting you know who is still at an event in case of an emergency.

**Where are those maps with the red lines we were promised?**

A. They are in your packet of materials for today.

**Why do we have 2 maps?**

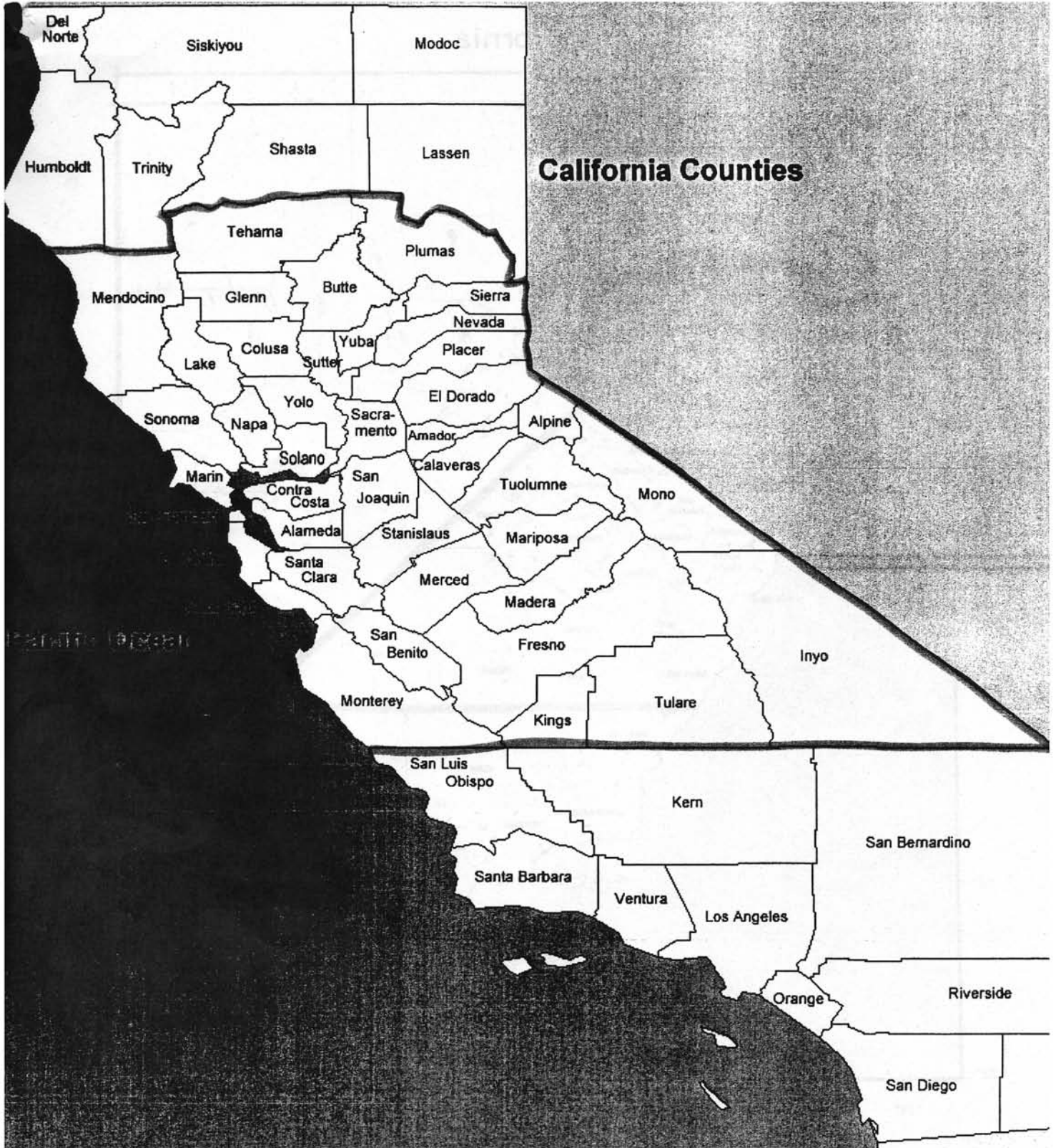
A. It is the same map, in 2 different forms. I thought some folks might prefer one and others the other one, so you got both.

**What if someone send a travel form in to the council office and it doesn't go through the association?**

A. The council office will notify the coordinator that it just came in.

**Where can we find the list of currently approved high risk providers?**

A. On the council website, click on activities and events, and then approved sites.



# California

