

Girl Scouts of San Francisco Bay Area
Troop Trip & Activity Approval Process

1. Troop decides to take and plan a trip.
 2. Troop completes form 52x, **two weeks prior to trip.**
 3. Troop submits 52x to Association Coordinator for review and approval. Association Coordinator signs form.
 4. Association Coordinator and Troop Leader determine if the trip is “High Risk”. See Page 79 in Safety-Wise for the definition of High Risk Activities.
 5. If the trip is **NOT high risk**, the Association Coordinator has final approval and retains the 52x for her files. She contacts the Troop with her approval.
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6. If the trip **IS HIGH RISK**, either the Association Coordinator or the Troop Leader needs to fax the 52x to the Outdoor Program Department, Attention Outdoor Program Manager (OPM). OPM will review 52x and determine if the activities that are planned for the trip, involve outside vendors, who need to be Girl Scout approved businesses.

To be an approved vendor, businesses must (1) supply GSSFBA a faxed copy of their One Million Dollar Insurance Liability Certificate and (2) complete a Safety checklist that correlates with the activity. Checklists can be obtained from the Outdoor Program Administrative Assistant. When both are received in the GS office, the vendor is then added to the Approved Vendor List, if no other issues are of concern. Contact the Outdoor Program Administrative Assistant (OPAA) to check the Vendor List. The OPAA will contact businesses annually to remind to re-certify.

From September to May, the OP Administrative Assistant can assist the Troop Leader in the approval process, which takes about two weeks. During camp summer months, June, July and August, Troop Leaders are asked to assist with calling and obtaining the desired business documentation and submitting it to council, which could take a month. This process can be expedited with leader assistance.

7. The Outdoor Program Administrative Assistant contacts the Troop with an approval of the Trip and documents the call on the 52x. The 52x is then filed in the OP Department.

Girl Scouts of San Francisco Bay Area Trip and Activity Approval

Date received: _____

Date approved: _____

Approved by: _____

Complete this form

- 2 weeks prior for trips of 2 nights or less
- *or* 6 weeks prior for trips of 3 nights or more
- *or* 2 years prior for international trips

Leader Name: _____

Troop number: _____

Phone number: _____

Age level D B J C S

Email address: _____

Number of girls in troop: _____

Home address: _____

Number of girls participating: _____

City/Zip _____

Destination of trip: _____

Date and time _____ Mode of transportation _____

Activities _____

At home emergency contact name and phone number during trip

List all attending adults and complete appropriate for each

Participating Adults	Car Insurance		Chaperone	First aid exp date	Registered Girl Scout	Leader Training
	Driver	Exp date				
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____

Roster of attending girls and parents phone number during trip attached. Emergency phone numbers for attending adults are also included

Does each girl have a permission slip?

Does each girl have the appropriate health form?

Budget attached, showing cost of transportation, food, event fee, lodging, total cost, amount per girl, amount currently on hand

Do you need non member or extended trip insurance?

Do you have rental agreements to be signed? Please attach

Submit this form to your Association Coordinator

Association Coordinator Signature

Association

Date

