



Special Activities Application

The form is to be used for the following: 1) Trips outside the council's geographic area. 2) All overnight events. 3) Any activities with special risks.

Be sure to review procedures in *Volunteer Essentials*, *Safety Activity Checkpoints*, and GSSI Specific Guides. Submit form at least 4 weeks before activity details and permission forms are distributed to the girls. Complete all appropriate sections.

Forms to have on hand before you submit this application include: *Required:* Activity Roster (or a list of first and last names of girls and adults attending) *When applicable:* Facility Use Agreement, Waiver, Certificate of Insurance, Proof of Vehicle Insurance or Vehicle Information Forms for anyone transporting girls, First Aid Certification, Lifeguard Certification, Other Certifications. Additional information may be requested by GSSI upon approval.

Group Information

Application Date: _____ Troop/Group Number Level: D B J C S A

Type of Group: Troop / Service Unit / Other - Specify _____

Service Unit _____ Troop Number _____

Adult in charge of activity/trip _____ Position _____

Phone (h) _____ (m) _____ (w) _____

Email _____

Mailing Address _____

Street

City

State

Zip

Emergency contact person during the activity _____

Address _____ Phone _____

Emergency contact must be someone not on-site or attending the trip.

Number of registered Girl Scouts expected to participate _____ girls _____ adults

Number of non-Girl Scouts including tags, presenters, etc. _____ **additional insurance must be purchased 24 hrs in advance*

Attach a copy of your Activity Roster.

Activity Rosters can be found in the FORMS section on www.girlscouts-gssi.org. If you do not have access to an Activity Roster, list all first and last names of girls and adults attending.

Activity/Trip Information

- *Event with special/high risk is defined by Volunteer Essentials and Safety Activity Checkpoints. Please consult Safety Activity Checkpoints for a complete list and to determine if activity is appropriate for the girl's age level.*
- *Girls and adults are recommended to use The Girl Scout Leadership Experience model as they plan their activity.*
- *Ensure girls are developmentally ready for the activity and have learned the skills necessary to carry out the activity planned.*
- *Ensure program plans are realistic, varied, and have a purpose and alternate plans for inclement weather are made.*
- *Ensure activities accommodate participation of every member of the group.*
- *Ensure girls and adults have prepared a realistic budget and all girls can financially afford to participate. Any additional money-earning projects must be approved by Council.*

Activity type: (check all that apply)

- Event with special / high risk – describe below
- Campfire / Outdoor Cooking (requires Basic Outdoor Skills Certification)
- One-day trip outside council area (requires On the Go Certification)
- Overnight stay within council area (requires On the Go Certification)
- Overnight trip outside council area (requires On the Go Certification)
- Extended (more than two nights) domestic or international travel (requires On the Go Certification)

If planning an Extended Trip – attach the Extended Trip Itinerary and Budget Form or complete the form online.
**Additional Insurance must be purchased for Extended Trips lasting more than two nights. Request additional insurance on the FORMS tab on the website or contact support@girlscouts-gssi.org. Insurance MUST be purchased 24 hours in advance.*

Describe your special/high risk activity: _____

Activity Start Date and Time: _____ Activity End Date and Time: _____

Number of Nights 0 1-2 3 or More (list #) *If more than 2 nights, see Extended Trips above.

Destination(s) _____

Destination Address(es) _____

Attach Provider Facility Use Agreement and/or Required Waiver.
Forms must be submitted to GSSI for review and signature. Troop/Groups are not allowed to sign contracts / agreements.

Attach a copy of the Provider's Certificate of Insurance.
Applications will not be approved until the certificate of insurance is on file and the vendor is approved by GSSI. Contact support@girlscouts-gssi.org for assistance.

Camping/Overnight experience of the group:

- Beginning
- Semi-Experienced
- Experienced
- Advanced

Type of Lodging: (check all that apply)

- Not an Overnight
- Home (indoors)¹
- Home (backyard tent)¹
- Hotel/Motel¹
- VRBO, Airbnb, other private rental³
- Cabin or RV¹
- Tent Camping (not backyard)²
- Other - Specify

Specify Other Lodging:

1. Current On the Go certification is required for indoor accommodations and backyard camping.
2. Current Troop Camp Training certification is required for tent camping other than in your backyard.
3. VRBO, Airbnb and other private rentals have additional requirements and may not be approved. Check Volunteer Essentials, Safety Activity Checkpoints and the GSSI Travel Guide for more information.

Note: Depending on activities planned, additional information and certifications may be required.

Mode of Transportation:

_____ Private Car (Parents will transport own girls) _____ Van (1-12 passenger)
 _____ Private Car (Carpooling girls) _____ Bus
 _____ Rental Car _____ Other - Specify

Specify other transportation _____

**Fifteen Passenger Vans are NOT allowed.*

Company or Owner of Rental or Bus _____

All bus arrangements and contracts must be approved and signed by GSSI.

Buses must be inspected, insured, and driven by properly licensed operators. A Certificate of Inspection must be made on the day of departure. Rental Car Agreements must be signed by the person renting the car or van and designated by GSSI.

Attach a copy of Proof of Vehicle Insurance and/or Vehicle Information Form for all drivers transporting girls.

All vehicles must be adequately insured and driven by properly licensed adults (minimum age 21). Refer to the Traveling with Girls section of the Volunteer Essentials for complete list of guidelines.

Adult Training Certifications / Qualifications

_____ I confirm that all adults have met Girl Scout Requirements to participate in the activity / trip.

Confirmation that all adults have met the requirements stated in Volunteer Essentials, Safety Activity Checkpoints, and GSSI Guides regarding registered Girl Scout adults, appropriate training and criminal background check.

Given the activity plans, the adults accompanying the group have certifications, as applicable, for:

Name of Adult	On the Go (expiration date)	Troop Camp Training (expiration date)	Basic Outdoor Skills (expiration date)	First Aider Certification Attached	Lifeguard or Other Certification Attached

Check Volunteer Essentials and Safety Activity Checkpoints to determine which courses/certifications are required for your event.

Type of First Aid Certification:

_____ FA / CPR / AED _____ Healthcare Professional _____ Wilderness & Remote

Depending on the activity, a first aider may not be required. Consult Volunteer Essentials and Safety Activity Checkpoints or contact support@girlscouts-gssi.org to find out if certification is necessary. The group must have a first aid kit that includes phone numbers, GSSI Emergency Card and an incident form. A record of all girls with health conditions or medications (with doctor's instructions) must be kept with the first aider (or other designated adult). Adult Medical and Emergency forms must also be completed and kept with the first aider (or other designated adult).

