

Special Activities Application

This form is to be used for the following:

- Trips outside the council's geographic area
- All overnight events
- Any activity with special risks

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

Forms to have on hand before you submit this application include:

Activity Roster, Facility Use Agreement, Waiver, Certificate of Insurance, Proof of Vehicle Insurance or Vehicle Information Forms, First Aid Certification, Lifeguard Certification, Other Certifications. Additional information may be requested by GSSI upon approval.

Lead Adult Complete the Following:

Application Date	Troop # / Service Unit / Other (specify)	Age Level					
		DA	BR	JR	CD	SR	AM
Activity Date	Planned Activity (brief description)	Lead Adult in Charge					
Lead Adult's Position	Lead Adult's Email	Lead Adult's Phone					
Emergency Contact*	Emergency Contact Phone	Case # (Completed by Council)					

*Emergency Contact must be someone not on-site of the activity or attending the trip.

For Council Use Only (Continue to Page 2)

_____Endorsed _____Not recommended _____Not allowed

Reason_____

Additional Insurance Required and Purchased: Yes No N/A COI on file: Yes No N/A

Activity Roster Attached: Yes No N/A Facility Use Agreements/Waivers Attached: Yes No N/A

Vehicle Information Attached: Yes No N/A Additional Certifications Attached: Yes No N/A

Additional Requirements:_____

Reviewed by GSSI Staff member _____Date_____

Group contacted with results on (date)_____via (email, phone, letter) by_____

Additional special considerations required of the group while carrying out this activity:

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 Scout's age level.
- Girls and adults are recommended to use The Girl Scout Leadership Experience model as they plan their Girl Scout 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, as well as ensure alternate plans have been made for inclement weather.
- 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)

<input type="checkbox"/>	Parade or Large Gathering (including Service Unit Events)
<input type="checkbox"/>	Event with special / high risk
<input type="checkbox"/>	Day Field Trip Outside of Council Area
<input type="checkbox"/>	Outdoor Cooking or Campfires (<i>requires Fire Building for hot dogs/smores, Basic Outdoor Cooking for simple meals, Troop Camp Training for cooking advanced outdoor meals</i>)
<input type="checkbox"/>	Overnight Indoors (<i>requires Overnights, Trips & Travel – formerly On the Go</i>)
<input type="checkbox"/>	Cabin, RV, or Backyard Tent Camping (<i>requires Overnights, Trips & Travel – formerly On the Go</i>)
<input type="checkbox"/>	Outdoor Camping Sleeping Other Than Backyard (<i>requires Troop Camp Training</i>)
<input type="checkbox"/>	Extended Trip (more than 2 nights) Domestic or International Travel (<i>requires Overnights, Trips & Travel</i>)

Destination		Destination Address		
Describe your Activity				
Activity Start Date	Activity End Date	Number of Nights * **		
		1	2	3+
Number of Registered GS Adults	Number of Registered GS Girls	Number of Non-GS Members **		

*If planning an Extended Trip – attach the Extended Trip Itinerary and Budget Form or complete online form.

**Additional Insurance must be purchased for non-members attending an event or trip and for Extended Trips lasting more than two nights. Request additional insurance on the Troop Activity Resource tab on the website or contact support@girlscouts-gssi.org. Insurance MUST be purchased 24 hours in advance.

Transportation

Mode of Transportation (check all that apply)

	Private Car (Parents will transport their own girls)
	Private Car (Carpooling girls) – <i>Attach a copy of the Vehicle Information Form or Proof of Vehicle Insurance and Valid Driver's License for all drivers transporting girls.</i>
	Passenger Van – <i>Prior council approval must be obtained for 15-Passenger Vans - certain restriction apply.</i>
	Rental Car*
	Chartered Vehicle / School Bus* - <i>specify</i>
	Other - <i>specify</i>
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.

Lodging

Overnight / Camping Experience of the Group (check all that apply)

Beginning	Semi-Experienced	Experienced	Advanced
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Type of Lodging (Check all that apply)

Not an Overnight		VRBO, Airbnb, Other Private Rental ^{1,3}
Home (indoors) ¹		Cabin or RV ¹
Home (backyard tent) ¹		Outdoor Sleeping (other than backyard) ^{1,2}
Hotel / Motel ¹		Other - <i>Specify</i>

1. Overnights, Trips and Travel (formerly On the Go) Required
2. Troop Camp Training Required
3. VRBO, Airbnb, and Other Private Rentals have additional requirements and may not be approved. Check Volunteer Essentials, Safety Activity Checkpoints, and GSSI Travel Guide or contact GSSI at support@girlscouts-gssi.org for more information.

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

Adult Training Certifications / Qualifications

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

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

Name of Adult	Overnights, Trip & Travel (On the Go) (exp date)	Fire Building (exp date)	Basic Outdoor Cooking (exp date)	Troop Camp Training (exp date)	First Aider Certification (certification attached)	Lifeguard or Other Certification (certification attached)

Type of First Aid Certification (check all that apply)

FA CPR AED	Healthcare Professional	Wilderness & Remote
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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 Report. A record of all girls with health conditions or medications (along with doctor's instructions and Medication Administration and Emergency Treatment Release) 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).

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

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

Submission

Ensure the following has been included with this form where applicable:

	Attach Troop Activity Roster (<i>Required - If you do not have access to a Troop Activity Roster, list all girls and adults first and last names attending.</i>)
	Attach Provider Facility Use Agreement (<i>Forms must be submitted to GSSI for review and signature. Troop/Groups are not allowed to sign contracts or agreements.</i>)
	Attach Provider's Certificate of Insurance (<i>GSSI will obtain a COI if you do not have one.</i>)
	Attach Required Waivers
	Attach Vehicle Information Forms (or Driver's License & Insurance) when carpooling girls
	Attach copies of Additional Certifications
	Other - <i>specify</i>

Name of the person completing this form _____

Email _____ Phone _____

Initial the following that you read and agree:

_____ I have consulted the appropriate sections in Volunteer Essentials, Safety Activity Checkpoints and GSSI Guides to make sure our plans meet Girl Scout Standards.

_____ I have checked that all drivers and adults accompanying my group on an overnight trip are registered volunteers with current adult membership and current background screenings.

_____ Upon approval, I will inform parents of all details of this activity and any necessary permission forms will be distributed and all medical information will be updated. Additional permission forms include Overnights/Extended Trips Permission Form and Sensitive Issues Permission Form.

_____ I have reviewed all the information in this application and certify that it is correct to the best of my knowledge. I will follow all policies, standards and procedures while working with my group to plan and carry out this activity/trip.

_____ By submitting this form, I agree that the above statements are true, that I have read and agree to adhere to the GSUSA and GSSI policies regarding troop travel, overnight activities, special/high risk activities and safety as state in Volunteer Essentials, Safety Activity Checkpoints and GSSI Guides. I have reviewed this form and understand our responsibilities. I am aware that Girl Scouts must be supervised by two registered females at all times. Furthermore, I understand that Council endorsement is based on existing council standards for trips and upon presumption that each group will observe health and safety standards given in the most recent edition of Safety Activity Checkpoints.

Adult Volunteer Signature _____ Date _____