GSSI Extended Trip Budget & Itinerary

This form should be used for trips of three or more nights and must be submitted along with the Special Activities Application at least 4 weeks prior to the trip. Note – Extended trips are not allowed for Daisies and Brownies except in some cases where council approval must be obtained. Submit form to support@girlscouts-gssi.org. If needed, attach additional sheets for additional information.

Troop #	Service Unit	Age Level	
		DA BR JR CD SR AM	
Activity Date	Trip Name	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 attending the trip.

girl scouts

of southwest

indiana

Itinerary

Date	Approximate Time	Activity/Location

Accommodations

Name of Facility	Address	Phone	Dates of Check-in & Check-out

Travel Agency (or website), if applicable:

Name		Website	Phone	
Anticipated Expenses Anticipated Income				
Туре	Amount	Source	Amount	
Transportation	\$	Savings (previou	us yrs.) \$	
Housing	\$	Cookie Program	n (current yr.) \$	
Meals	\$	Family donation	ns/contributions \$	
Insurance*	\$	Money-earning	project** \$	
Activity fees	\$		\$	
	\$		\$	
	\$		\$	
Other	\$		\$	
Total expenses	\$	Total income	\$	

*Extra insurance must be purchased for all trips lasting more than 2 nights.

Money-earning projects must be approved by the council. Refer to the *Volunteer Essentials* for information; application form is available on at **www.girlscouts.org.

Note: *Annual, Overnight Trips* and *Medical Permission* forms must be reviewed and completed by all parents/ guardians following approval of the *Special Activity Application*. Group leaders must have copies of the forms during the trip.