

## Checklist for Approving/Endorsing Overnight Trips and Camping

This checklist is for use by the service unit program consultant or service unit camp coordinator as they work with the troop leader/adviser to provide endorsement/approval of the trip. Use the questions listed below as a checklist of what to consider in approving/endorsing a trip. All items are required for overnight activities. This checklist should accompany the trip request forms as they are forwarded for final approval.

### Troop/Group Volunteer Checklist

Troop/group volunteers should insure that items on this checklist are complete prior to turning in the trip request to the service unit program consultant or service unit camp coordinator.

- ☐ Is the troop leader/adviser aware of, willing, and able to meet applicable GSUSA and GSCCC policies, standards and procedures as outlined in *Volunteer Essentials* and *Safety Activity Checkpoints*?
- ☐ If vehicles and drivers are used:
  - ☐ Are vehicles and drivers licensed?
  - ☐ Are vehicles insured?
  - ☐ Has the driver completed the *Driver for a Girl Scout Activity Application*?
  - ☐ Do the vehicles have a current safety sticker?
  - ☐ Do the vehicles have enough seats and seat belts for each person?
  - ☐ Will there be a booster seat for each person ages 5 – 9 who are under 4 ft. 9 in. tall and less than 80 – 100 pounds?
  - ☐ Will drivers have a “car packet?” (Includes *Health History forms* & signed *Parent Permission Slips* for each girl, Emergency Procedures card and Basic Accident Insurance form)
  - ☐ Will drivers have maps/directions in each vehicle?
  - ☐ Will drivers have a way to contact trip leader/adviser?
  - ☐ Will drivers have emergency contact person information?
- ☐ Will the troop be taking a:
  - ☐ First-aid kit?
  - ☐ *Health History forms* for each girl?
  - ☐ Signed *Parent Permission Slips* for all girls?
  - ☐ Council Emergency Procedures information?
- ☐ Are adults willing to accept the responsibilities of the trip?
- ☐ Have the girls been involved in the planning process?
- ☐ Is the trip/activity appropriate to the grade level and experience of the girls? Are girls/troop “ready” for this type of trip?
- ☐ Does an emergency contact have:
  - ☐ a list of all trip participants?
  - ☐ emergency contact information for each girl?
  - ☐ a trip itinerary?
  - ☐ a way to contact trip leader/adviser?
- ☐ Are reservations confirmed, preferably in writing?

## Service Unit Program Consultant or Camp Coordinator Checklist

Service unit program consultants and service unit camp coordinators will insure that all items on this checklist are complete prior to sending the trip request to the next level for approval.

- Trip requests for travel of one to two nights (three nights if one of the nights is a federal holiday) within the Council boundaries are approved by the service unit program consultants and service unit camp coordinators.
  - Trips of three or more nights or trips outside of the Council boundaries are forwarded to the community travel pathway coordinator for approval.
  - International travel will receive final approval from the program services director.
- ☐ Has the troop leader/adviser submitted appropriate information on trip application?
- ☐ Are there enough adults accompanying the girls (ratios in *Safety Activity Checkpoints*)?
- ☐ Is there a troop leader/adviser or adult accompanying the troop who has completed Leader training -Girl Scout Orientation, Quick Starts, Getting Started for New Leaders, Leadership Essentials (or equivalent)?
- ☐ Is there a troop leader/adviser who has taken Troop Paperwork & Trip Planning?
- ☐ Is there a troop leader/adviser or adult accompanying the troop who is currently certified in first aid/CPR?
- ☐ Does the activity planned meet the criteria of the Girl Scout program?
- ☐ Does it have a Discover, Connect, Take Action component?
  - ☐ Is there an opportunity for fun, learning, personal growth, sharing with others and/or service?
  - ☐ Does the trip/activity enrich ongoing troop goals?
- ☐ If money is involved:
- ☐ Are expenses appropriate, reasonable and realistic?
  - ☐ Is money being spent on the girls?
  - ☐ Is the trip affordable to all troop members?
- ☐ Is a certificate of insurance on file for required activities?
- ☐ Will activities be supervised/lead by certified/qualified adults?
- ☐ Have any contracts/agreements been referred to the Council office for approval/signature?
- ☐ If camping, has an adult accompanying troop completed Basic Troop Camp Overnight training, or have equivalent knowledge and skills in Girl Scout outdoor activities?

<i>Attach this checklist to the trip/activity request form(s) before sending to the next level for approval.</i>			
Signature of troop leader/adviser		Date	
Endorsement signature of service unit troop pathway GSLE coordinator		Date	
<b>OR</b>	Endorsement signature of service unit camp coordinator	Date	

save this file.. add your troop number to the name... click this link: [Trip Approval](#) and attach this file to the email... add "Troop (your #) Checklist for Trip Approval" to the subject line...