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## Overview of Activity/Travel Guidelines

A trained First Aider must be present for all trips. *Verify type of first aid training needed in Safety Activity Checkpoints.*

TYPE OF ACTIVITY/TRIP	TRAINING REQUIRED	FORM(S) NEEDED
<p>Simple field trips, outings, day trips, and simple overnights (1-2 nights)</p> <p>Events and activities requiring registration through other Girl Scout councils or other organizations.</p>	<p>Completion of:</p> <ul style="list-style-type: none"> <li>• Training for new leaders</li> <li>• First Aid training</li> <li>• Appropriate overnight training (if applicable)</li> </ul>	<p>3 weeks prior to outing, submit <b>Activity and Travel Form**</b> to service unit representative or to <a href="mailto:activityandtravel@gscwm.org">activityandtravel@gscwm.org</a> for approval.</p> <p><i>Leader Retains:</i></p> <ul style="list-style-type: none"> <li>• Parent Permission*</li> <li>• Health History (A health exam may also be required for certain activities. See Safety Activity Checkpoints)</li> </ul>
<p>High Risk Activities/Trips:</p> <ul style="list-style-type: none"> <li>• involve special training, equipment and safety precautions</li> <li>• are defined in the Safety Activity Checkpoints as high risk</li> <li>• are not specifically addressed in the Safety Activity Checkpoints</li> <li>• require signing a contract or insurance waiver</li> </ul>	<p>Completion of:</p> <ul style="list-style-type: none"> <li>• Training for new leaders</li> <li>• First Aid training</li> </ul>	<p>4 weeks prior to outing, submit <b>Activity and Travel Form</b> to council service center (attn. Program Dept) or to <a href="mailto:activityandtravel@gscwm.org">activityandtravel@gscwm.org</a> for approval. If you have a service unit representative, a copy should also be submitted to her/him.</p> <p><i>Leader Retains:</i></p> <ul style="list-style-type: none"> <li>• Parent Permission*</li> <li>• Health History (A health exam may also be required for certain activities. See Safety Activity Checkpoints)</li> </ul>
<p>Extended Overnights (3 nights or more)</p>	<p>Completion of:</p> <ul style="list-style-type: none"> <li>• Training for new leaders</li> <li>• First Aid training</li> <li>• Appropriate overnight training</li> <li>• Big Trip Training</li> </ul>	<p>4 weeks prior to outing, submit <b>Activity and Travel Form**</b> to council service center (attn. Program Dept) or to <a href="mailto:activityandtravel@gscwm.org">activityandtravel@gscwm.org</a> for approval. If you have a service unit representative, a copy should also be submitted to her/him.</p> <p><i>Leader Retains:</i></p> <ul style="list-style-type: none"> <li>• Parent Permission*</li> <li>• Health History AND Health Exam***</li> <li>• Additional Insurance<sup>^</sup></li> </ul>
<p>National Travel (7 nights or more)</p> <p>International Travel (any duration)</p>	<p>Completion of:</p> <ul style="list-style-type: none"> <li>• Training for new leaders</li> <li>• First Aid training</li> <li>• Appropriate overnight training</li> <li>• Big Trip Training</li> </ul>	<p><i>Initial Approval required 1 year prior to travel.</i> <i>Final Approval required 3-4 months prior to travel.</i></p> <p>Submit to council service center (attn. Program Dept):</p> <ul style="list-style-type: none"> <li>• Activity and Travel Form</li> <li>• Copies of Group Travel Packet (pgs 2-12)</li> <li>• Evaluation (at end of trip)</li> </ul> <p><i>Retained by Leader:</i></p> <ul style="list-style-type: none"> <li>• Group Travel Packet</li> </ul>

\* Parent permission is needed for girl attendance at every trip and event. **The leader must retain these forms.** DO NOT send them in with the Activity and Travel Form.

\*\* If you are camping at a council-owned site (Bonnie Brae, Hickory Hill, Green Eyrie, Kinnebrook, Laurel Wood, Lewis Perkins, Marion White), you do not need to submit an Activity and Travel Form.

\*\*\* Girl Health Examinations are required for events/trips lasting 4 nights or more. **The leader must retain these forms.** DO NOT send them in with the Activity and Travel Form.

<sup>^</sup> Forms available at all council service centers and online: [http://www.mutualofomaha.com/girl\\_scouts\\_of\\_the\\_usa](http://www.mutualofomaha.com/girl_scouts_of_the_usa)