



Girl Scouts of Central and Western Massachusetts, Inc.

413-584-2602/508-365-0115 gscwm.org

Worcester Leadership Center:
115 Century Drive
Worcester, MA 01606

Holyoke Leadership Center:
301 Kelly Way, Holyoke, MA 01040-9683
Fax 413-536-1383

Activity and Travel Form
Simple Field Trips, Outings or Day Trips

An Activity and Travel Form is needed for every activity held by troops, service units, or groups of Girl Scouts that goes beyond the regular troop meeting time and place. The planned activity must be consistent with Girl Scout Safety Activity Checkpoints. Complete this form 3 weeks in advance of your activity.

Submit this signed form to your service unit representative, or in the absence of a service unit representative, e-mail to your Membership Services Specialist. An electronic signature is acceptable.

Troop/Group Information

Troop #: _____ Service Unit: _____
Person Completing Form: _____
Phone: _____ E-mail: _____

Program Level:

[] Daisy [] Cadette
[] Brownie [] Senior
[] Junior [] Ambassador

Activity and Travel Information

Destination Name: _____

(Please note: Girl Scout Daisies may travel no further than 1 hour away from home)

Destination Address: _____ Phone: _____

Planned Activities: _____

How do these activities relate to the Girl Scout Leadership Experience? _____

Date of Trip: _____ Departure Time: _____ Return Time: _____

Name of registered and CORI'd Girl Scout leader, who has completed appropriate training, leading girls in this activity:

_____ (Refer to Volunteer Essentials for required trainings).

Certified First Aider(s): _____

Back Home Contact*: _____ Phone: _____

* In case of an emergency, the leader/adult in charge will notify the person above, who will notify the parents.

_____ (Initial) I have reviewed Volunteer Essentials and the Safety Activity Checkpoints. This trip meets all requirements.

_____ (Initial) All adults required to meet girl-adult ratios per Volunteer Essentials are registered and CORI'd.

Please provide a detailed breakdown of the participants. Remember, only registered girls and adults are insured by GSUSA. Additional insurance is strongly recommended for non-registered participants. Obtain an application for additional insurance, (Plan 2) through any of the council service centers or on the council website: http://www.gscwm.org/content/dam/girlscouts-gscwm/documents/MBR_MutualOfOmaha_Plan2.pdf

Please note: All adults attending a Girl Scout overnight MUST be currently registered members of GSCWM.

Number of Registered Girl Scout Members: Girls Female Adults Male Adults Boys
Number of Non-Registered Participants:
Total Cost per Person: \$ Troop Share per Person: \$

If additional money-earning activities are required, have the forms been submitted for approval? [] Yes [] No

Signature of Leader: _____ Date: _____
(Electronic Signature is acceptable)