



Application to Operate a Girl Scout Trip, Event or Camp

Must be submitted two months (60 days) before the trip, event or camp complete both sides of this application. Keep a copy for Overseas Committee records. Send the original, with all necessary attachments as identified below, to:

USAGSO-North Atlantic
Unit 29242
APO AE 09102

Check all categories that apply to this trip, event or camp.

- Troop Trip/Event with more than 2 overnights (non-camping)
- Troop Camping with more than 2 overnights
- Multiple Troop Trip/Event with more than 2 overnights
- Day Camp with more than 2 overnights or Resident Camp
- Trip/Event using leased vehicles or vessels (other than those leased from the U.S. military)
- Trip/Event with non-Girl Scout member participants
- Participants are being enrolled in Girl Scout Activity Insurance Plan #2, #3E, #3P, or #3PI

This application is submitted, in accordance with GSUSA Program Standard #15 to inform Girl Scouts of the USA (specifically USA Girl Scouts Overseas) of plans to operate a Girl Scout Trip, Event or Camp. **Submit with insurance enrollment form, payment (check or money order made payable to United of Omaha) and form #454.**

• OVERSEAS COMMITTEE RESPONSIBLE FOR THIS GIRL SCOUT TRIP/EVENT/CAMP:

USA Girl Scouts Overseas - _____

Committee Codes: 7 _ _ - 6 _ _

Name of Current Overseas Committee Chair: _____

Complete Mailing Address: _____

In submitting this Application to Operate a Girl Scout Trip, Event or Camp to GSUSA, the Overseas committee accepts responsibility for observing basic health, safety, and security guidelines as stated in **Safety-Wise**, for maintaining Girl Scout Program Standards as stated in **Safety-Wise**, for supervising troop leadership in regard to these guidelines and standards, and for filing a written evaluation with GSUSA following the trip, event or camp.

Date: _____ Signature of Overseas Committee Chair: _____

In addition to information on page 2, the following are attached to describe the planned activity:

- Checklist for Planning a Girl Scout Trip, Event or Camp (**Form #454**) (**Required**)
- Proposed Itinerary (**Required for events with travel**)
- Application for Additional Insurance (Plan #2, #3E, #3P, or #3PI)
- Check or money order # _____ for insurance premium made **payable to United of Omaha**, for \$ _____
- Trip, Event or Camp Budget (**Required**)
- Sample Announcement, Participant Information Sheet, Other:

• **TRIP, EVENT OR CAMP DESCRIPTION:**

Name of Trip/Event/Camp: _____ Troop #(s): _____

Site/Destination: _____ Date(s): _____
(Include dates of travel.)

Date(s) for Pre-Event Preparation: _____ Date(s) for Post-Event Evaluation: _____

Planned Attendance - Give number of registered members of GSUSA at each age level:

____ D ____ B ____ J ____ C ____ S Total Girl Members: ____ Number of Registered G.S. Adults: ____

Number of Non-Member Girls: ____ Number of Non-Member Adults: ____ Number of Boys: ____

• **ADULT LEADERSHIP:** (Refer to GSUSA Program Standards, Chapter 6 - #13 – 14, 16, & 18 in Safety-Wise.)

Name of Adult-in-Charge: _____

Current GSUSA ID#: _____ Adult Position in Girl Scouting _____

Qualifications for being in charge of this trip, event or camp: _____

Health/Safety personnel during the trip, event or camp: _____ **Current Certification:** _____

Certification #: _____ **Expiration Date** _____

Who is the emergency contact person "back home" or "off site" during this event? _____

How can they be reached from GSUSA? _____

Lifeguard for Aquatic activities: _____ **Current Certification:** _____

Certification #: _____ **Expiration Date** _____

• **SITE AND FACILITIES**

Is the site owned/operated by GSUSA or WAGGGS? Yes No

If Yes, Name Site. If No, Describe Site and Location: _____

Name and location of medical facility or services that will be available during the trip, event or camp. Be specific. _____

Name of emergency services available while participants are in transit to and from the trip, event or camp's destination. _____

• **PROGRAM ACTIVITIES:** (Refer to GSUSA Program Standards, Chapter 6- #1 – 12 in Safety-Wise.)

How does this trip, event, or camp incorporate the Girl Scout Program Emphasis and the Girl Scout Promise and Law? _____

Describe the use of girl/adult partnership in planning for this trip, event or camp. _____

• **TRANSPORTATION:** (Refer to GSUSA Program Standards, Chapter 6 - #25 – 27 in Safety-Wise.)

Please Note: GSUSA maintains a non-owned automobile liability policy which presumes that there is underlying coverage. In the event of an accident, the insurance carried by the owner of the vehicle is the primary applicable insurance. Therefore, only properly insured and licensed vehicles, adhering to the laws of the country or countries in which they operate, should be used for Girl Scout activities. Regarding air transportation, there is insurance coverage for commercial and MAC Travel.

To&From During How will participants travel either to and from or during the trip, event or camp?

Private cars: Number of relief drivers _____ Attach other plans for relieving drivers/rest periods.

Leased vehicle: Company _____ Attach plans for relieving drivers/rest periods.
Does each vehicle's owner carry insurance to cover users? Yes No

Public or Commercial transportation: Company or transit service _____

• **NOTIFY USA GIRL SCOUTS OVERSEAS – NORTH ATLANTIC OF CHANGES IN THESE PLANS IMMEDIATELY.**