

GIRL SCOUTS OF MIDDLE TENNESSEE INTENT TO TRAVEL

Complete this form for any trip of more than two nights and/ or 100 miles outside Girl Scouts of Middle Tennessee's jurisdiction (refer to www.gsmidtn.org > resources > programs > travel > intent to travel form: map). Acceptance of this form does not constitute approval of your trip. It is understood that the information supplied by you is subject to change and will be updated throughout the course of planning.

INSTRUCTIONS AND GUIDELINES

Girl Scouts provides a travel support system that includes specialized support and a planning packet - sent upon receipt of this form and with final travel approval. Girl Scout's Policies and Procedures (see the website: Resources > Leaders or Troop Finance sections) and Safety-Wise must be followed in any Girl Scout activity. Refer to "Planning Trips with Girl Scouts" in Safety-Wise Pages 44 – 60, Chapter 6 in the new Volunteer Essentials leader resource guide and "Trips and Travel" on our website (in the Resources section) for details.

STEP 1: Begin planning your trip. Girl planning and parent support are important parts of the early planning process.

STEP 2: While still in the planning stage, submit this form three months in advance of the trip date for trips more than 100 miles outside Girl Scouts of Middle Tennessee jurisdiction and/or trips lasting more than two nights. If you are planning international travel, submit this form one year in advance of departure date.

STEP 3: Have the girls help in completing this form.

STEP 4: You will receive pre-approval within five business days upon receipt of this form and the troop may then begin making travel arrangements. You will be contacted immediately should any concerns arise.

TROOP, ADULT PARTICIPANTS AND TRIP INFORMATION

Troop #: _____ Service unit #: _____ Service unit manager: _____

Age Level (circle all that apply): Brownie Junior Cadette Senior Ambassador

Trip leader's name: _____ Daytime phone: (_____) _____

Mailing address: _____
Street Apt #/Lot # City State Zip

E-mail: _____

Indicate the number participants in each category.

Number traveling: _____ Registered troop girls: _____ Registered adults: _____ Other: _____

Note: Any tagalongs such as siblings are strongly discouraged and will not be covered under Girl Scout insurance.

For trips lasting three nights or more, insurance coverage must be purchased for the entire trip. Once your trip is approved, you will be contacted to purchase insurance.

Trip Destination(s): _____

Trip Date(s): _____

CONTRACTS

Will your troop be coordinating any contracts involving money? _____ Yes _____ No

If yes, please submit contracts to be signed by designated council staff. Council staff must sign on all contracts involving money. Please allow sufficient time to meet agency deadline.

TRAINING

Circle the appropriate training the adults participating with this trip have taken:

Orientation Age Level Leadership Essentials Youth Protection First Aid/CPR

List any outdoor training you have taken: _____

What is the Girl Scout troop's past travel/overnight experience? _____

ABOUT YOUR TRIP

A Girl Scout trip is a learning experience. If a parent per girl is planning on participating, re-evaluate your girls' readiness. They may not be prepared for an extended Girl Scout trip.

What is the purpose of this trip? How does it fit into Girl Scout Program? _____

How have the girls been involved in planning this trip? _____

How does this trip fit into on-going troop programs? _____

How will the Girl Scout troop finance the trip? (Troops must submit the Permission to Conduct a Money Earning Project form for any money-earning projects other than Fall Product and Cookie programs.) _____

SIGNATURE AUTHORIZATION

I agree to follow all guidelines and complete all final paperwork for this trip and related activities.

Trip leader's signature: _____ Date: _____

Girl representative signature: _____ Date: _____

SUBMISSION INSTRUCTIONS

Mail to: Girl Scouts of Middle Tennessee
Attn: Volunteer Relations
4522 Granny White Pike
Nashville, TN 37204

Fax to: (615) 460-0255
E-mail to: bkelly@gsmidtn.org

Keep a copy for your files.

OFFICE USE ONLY

Sent "Guide for Traveling Troops": _____

Final paperwork due: _____