



Complete this initial roster and check the appropriate box (Girl Scouts of Middle Tennessee realizes that the final roster submitted may vary from the roster below):

	Name	Girl	Adult
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

\*If you need additional space, please attach a new sheet of paper.\*

*Insurance coverage must be purchased for the entire trip. Once your trip is approved, you will be contacted with guidelines 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 a copy of the contracts for Girl Scouts of Middle Tennessee to keep.*

**TRAINING**

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

GS101       Youth Protection       First Aid/CPR       Camp Prep       Camp Ready

Camp Information and Procedures       Outdoor Skills

List other relevant training you have taken: \_\_\_\_\_

Briefly describe group's past travel experience? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ABOUT YOUR TRIP**

*An international trip is a learning experience. If a parent per girl is planning on participating, re-evaluate the girls' readiness as they may not be prepared for international travel. (Note that family trips and/or high number of adults will not be approved.)*

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 the Girl Scout leadership experience? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will the trip be financed? (The Permission to Conduct a Money Earning Project form must be submitted for any money-earning projects other than Fall Product and Cookie programs.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE AUTHORIZATION**

I agree to follow all guidelines and complete all final approval 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: Troop Travel  
4522 Granny White Pike  
Nashville, TN 37204

Fax to: 615-460-0236  
Email to: [djohnson@gsmidtn.org](mailto:djohnson@gsmidtn.org)

**Keep a copy for your files.**