

# Girl Scouts of Middle Tennessee Intent to Travel Application

Date Received: \_\_\_\_\_

Date Final Due:

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](http://www.gsmidtn.org) > Search "Intent to Travel 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 and Safety Activity Checkpoints must be followed in any Girl Scout activity. Refer to [Volunteer Essentials](#) (Appendix: For Travel Volunteers) 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 trips lasting more than two nights.

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

**STEP 4:** You will receive pre-approval soon after receipt of this form and the troop may then begin making travel arrangements. You will be contacted immediately should any concerns arise.

## TROOP/ GROUP, 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 # | City | State | Zip |
|--------|-------|------|-------|-----|
|--------|-------|------|-------|-----|

E-mail: \_\_\_\_\_

Indicate the number participants in each category:

Registered troop girls: \_\_\_\_\_ Registered adults: \_\_\_\_\_

*Note: Tagalongs (such as siblings) are not permitted and will not be covered under Girl Scout insurance. Please refer to Volunteer Essentials for your girl/adult ratios. Note that family trips and/or high number of adults are not permitted. All trip participants MUST be a registered Girl Scout.*

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.\*

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 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

Name of Volunteer(s) with the trainings listed above:

List other relevant 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 trip. Note that family trips and/or high number of adults may not permitted.*

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: Troop Travel

4522 Granny White Pike

Nashville, TN 37204



Fax to: 615-460-0255



Email to: [volunteerresources@gsmdtn.org](mailto:volunteerresources@gsmdtn.org)

**Don't forget to keep a copy for your files!**

