

Taking a field trip? Complete this form for day-long activities taking place outside of your regularly scheduled troop meeting location.

Please complete and submit this form a minimum of **14-days** prior to the date of the off-site activity or trip.

Field Trip is defined as an activity that takes place in one day and **DOES NOT** take the place of a regularly scheduled Troop Meeting (ex. Visiting the fire station, participating in a beach clean-up)

GENERAL INFORMATION

Troop Number	Service Unit	Program Level (Check all that apply)					
		Daisy	Brownie	Junior	Cadette	Senior	Ambassador
Troop Leader Name		Phone		E-mail			
Co-Leader Name		Phone		E-mail			
Activity Date		Start Time		End Time			
Destination and Overview (Please describe the trip)							
Number of Registered Girls		Number of Registered Adults		Destination Address			

****Complete and attach the Troop Day Trip Participant Roster****

GIRL/ADULT RATIOS (Chaperones)

Names and background check expiration dates for the registered adult volunteers chaperoning the activity, who are required, per the Safety Activity Checkpoint for this activity.

Name of Adult Volunteer Chaperone	Background Check Expiration Date

(Please note: Parents may attend at the discretion of the Troop Leader, but the required girl/adult ratio must be fulfilled with registered adult volunteers for the duration of the activity)

TRANSPORTATION & SAFETY

Mode of Transportation & Drivers		
Individual Vehicles	Rental Car(s)/ Charter Bus	Other (specify):
Check if all parents are driving their own child, and only their own child, for the duration of the activity. (If this box is checked, and girls are only traveling with their parent/guardian, the box below may be left blank.)		

In the space below, enter the name and background check expiration dates of all adults transporting girls other than their own child during the event.

Name of Adult Transporting Girls	Background Check Expiration Date

Please note:

- Anyone who is driving a vehicle with 12 or more passengers must be a professional driver who possesses a commercial driver's license (CDL). Fifteen (15) passenger vans are deemed unsafe and strictly prohibited. Fifteen (15) passenger vans may never be used to transport girls.
- GSSEF Volunteer Policies and Procedures require that adults transporting girls, in vehicles during the activity, must be registered volunteers.

SAFETY & ACTIVITY CHECKLIST *(Indicate yes or no for each item)*

All girls and adult volunteers are registered members of Girl Scouts of Southeast Florida.	Yes	No
All standards and guidelines as stated in Volunteer Essentials and the Safety Activity Checkpoints (SAC) will be adhered to.	Yes	No
All applicable Safety Activity Checkpoints have been verified and all vendors being used possess the certifications required for this activity and the correct girl/adult ratios have been met.	Yes	No
High Adventure Activities Planned <i>(will the group be participating in any of the following activities?)</i>		
• Horseback Riding	Yes	No
• Challenge Courses/Zip Lines	Yes	No
• Water Activities	Yes	No
• Shooting Sports	Yes	No
• Other high-risk activity (See Safety Activity Checkpoints for a listing of high-risk activities) (Insert activity)	Yes	No
Parent/Guardian Permission forms have been received for all girl participants.	Yes	No
Health History forms have been received for all girl participants.	Yes	No
All Girl/Adult ratios have been planned for and will be maintained.	Yes	No
Certified First Aiders will be on site as required with an up-to-date, stocked first aid kit, that they will be able to easily access for the duration of the activity; and the location and phone number of the nearest hospital will be readily available.	Yes	No
Emergency procedures have been developed and discussed with all participants.	Yes	No

ADULT TRAINING/CERTIFICATION CHECKLIST

Certification	Name of Volunteer	Cert. Expiration or Completed Date	Certificate Attached?	
First-Aid/CPR			Yes	No
Lifeguard			Yes	No
Canoeing			Yes	No
Archery			Yes	No

Acknowledgment and Submission

By signing and submitting this form, I acknowledge that I am responsible for:

Initial

Collecting written Parent/Guardian Permission, Health History and medication permission forms.	
Ensuring all Safety Activity Checkpoints for this activity have been reviewed, and the information shared with the Troop members and parents participating in the activity.	
Ensuring girl/adult chaperone ratios are maintained with registered adult volunteers with current background checks for the duration of the activity.	
Ensuring only registered adult volunteers with current background checks will transport children other than their own during this activity.	
Following all safety activity guidelines, in the GSSEF Volunteer Policies and Procedures, Volunteer Essentials Manual and Safety Activity Checkpoints, acquired additional insurance (if applicable) and have submitted (or will submit) any supplemental trip documentation necessary.	
Completed and attaching the Troop Day Trip Participant Roster	

Signature (type name in the box below to sign)

Troop Leader Signature	Date
Troop Leader Email	Troop Leader Phone While at Activity

Email completed form to: customercare@gssef.org

For Office Use Only

Trip Approved	Trip Not Approved	By:	Date:
Reason(s) for Trip Not Approved:			
Entered into SF Date:	Troop Record	Leader Record	

TROOP DAY TRIP PARTICIPANT ROSTER

Submit this form with your Troop Day Trip Travel Application

Troop Number

Service Unit

Date(s) of Troop Trip:

From Date

To Date

Troop Leader Name

GSUSA Girl-to-Adult Ratio Requirements		
Grade Level	Two unrelated adults (at least one of whom is female) supervising this number of girls	One additional adult to each additional number of girls:
Daisies	6	1-4
Brownies	12	1-6
Juniors	16	1-8
Cadettes	20	1-10
Seniors	24	1-12
Ambassadors	24	1-12

SUPERVISING ADULTS	
Registered Adult Volunteer Name	Registered Adult Volunteer Name
1)	7)
2)	8)
3)	9)
4)	10)
5)	11)
6)	12)

GIRLS	
Registered Girl Member Name	Registered Girl Member Name
1)	13)
2)	14)
3)	15)
4)	16)
5)	17)
6)	18)
7)	19)
8)	20)
9)	21)
10)	22)
11)	23)
12)	24)

Complete and submit a second form if more than 12 adults and/or 24 girls

TROOP DAY TRIP PARTICIPANT ROSTER

Submit this form with your Troop Day Trip Travel Application

TAGALONGS:

Tagalong(s) must be chaperoned by a minimum of one adult at all times during Council-sponsored meetings, programs, events, learning sessions, etc., who is dedicated to this group exclusively. The adult chaperone will not be counted as part of the required adult-to-girl ratio for registered Girl Scouts to attend or participate in meetings, programs, events, etc.

The adult chaperone is required to physically stay present with the tagalong(s) at all times. This adult will be considered responsible and liable for the tagalong(s). This adult chaperone will ensure tagalongs do not disrupt or interfere with the programs/events, etc.

Adult chaperones for tagalongs must adhere to the following adult-to-child ratios at all times:

- 1 adult to 1 child under the age of 24 months
- 1 adult to 2 children ages 2 – 5 years
- 2 adults to 3-4 children ages 2-5 years
- 3 adults to 5 or more children ages 2-5 years
- 1 adult for every 3 children ages 6-17

Tagalongs are defined by GSUSA and GSSEF as: “people not officially affiliated with Girl Scouts, but who are along for the activity.” Tagalongs include any children under the age of 5 or children under the age of 18 years who are not registered Girl Scouts.

For more information, please refer to GSSEF Volunteer Policies and Procedures.

TAGALONGS			
Child Name	Age	Child Name	Age
1)		5)	
2)		6)	
3)		7)	
4)		8)	

ADULT CHAPERONE(S) FOR TAGALONGS	
Adult Name	Adult Name
1)	5)
2)	6)
3)	7)
4)	8)

Complete and submit a second form if needed