

Use this form for Troop Camping trips to Camp Nocatee, Camp Welaka or a non-GSSEF owned camp property. Completed forms must be submitted **21-days** prior to the start date of the troop camping trip.

Instructions:

1. Complete the fillable Troop Camping Travel form and Participant Roster.
2. Save the completed form(s).
3. Email the form(s) to customer care at **customer care at [customer care@gssef.org](mailto:customer care@gssef.org)**

## TROOP TRAVEL FORM – ACTIVITY DETAILS

Camp Nocatee

Camp Welaka

Other Camp (non-GSSEF owned)\*

Troop Number	Service Unit	Program Level (Check all that apply)					
		Daisy	Brownie	Junior	Cadette	Senior	Ambassador
Troop Leader Name		Troop Leader Phone		Troop Leader E-mail			
Co-Leader Name		Co-Leader Phone		Co-Leader E-mail			
Emergency Contact Name (at home)		Phone		E-mail			
Camping Start Date		Start Time (check-in)		Camping End Date		Activity End Time (check-out)	
*If a non-GSSEF owned camp property, please include name and address of the camp							

## CAMPING PARTICIPANTS AND INSURANCE

Registered Girl Scouts		Non-Registered Participants (Tag-Alongs)		
# Girls	# Adults	# Adults	# Girls Under 5	# Boys

**\*\*Complete and submit the Troop Camping Participant Roster with all participant names\*\***

All girls' ages 5-18 and all volunteers must be registered members of Girl Scouts of Southeast Florida in order to participate in a Troop Camping Trip. If your camping trip includes participants that are not required to be registered, have you purchased non-Girl Scout participant insurance coverage?      Yes                  No

**ADULT TRAINING/CERTIFICATION CHECKLIST**

Certification	Name of Volunteer	Cert. Expiration or Completed Date	Certificate Attached?	
Troop Camp Trained (1) <i>(1-per site required)</i>			Yes	No
Troop Camp Trained (2) <i>(1-per site required)</i>			Yes	No
First-Aid/CPR (1) <i>(1-per site required)</i>			Yes	No
First-Aid/CPR (2) <i>(1-per site required)</i>			Yes	No
Lifeguard (1)			Yes	No
Lifeguard (2)			Yes	No
Canoeing (1)			Yes	No
Canoeing (2)			Yes	No
Archery (1)			Yes	No
Archery (2)			Yes	No

**GIRL/ADULT RATIOS (Chaperones)**

Names and background check expiration dates for the registered adult volunteers chaperoning the camping trip, who are required, per the [Safety Activity Checkpoint](#) for this activity.

Name of Adult Volunteer Chaperone	Background Check Expiration Date

**TRANSPORTATION & SAFETY**

Mode of Transportation & Drivers		
Individual Vehicles	Rental Car(s)/ Charter Bus	Train
Plane	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.)		

Drivers and Background Checks
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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:***

- A. 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.*
- B. [Council 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 <a href="#">Safety Activity Checkpoints</a> (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 that 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 <a href="#">Safety Activity Checkpoints</a> for a listing of high-risk activities) (Insert activity)	Yes	No
Parental Permission slips 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

**TROOP CAMPING TRIP FINANCES**

Estimated total cost of camping trip	
Amount to be paid from Troop Treasury	
Amount to be paid by each Girl	

**ACKNOWLEDGMENT AND SUBMISSION**

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

**Initial**

Collecting written parent/guardian permission, health histories and medication permission forms.	
Ensuring all <a href="#">Safety Activity Checkpoints</a> 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 <a href="#">GSSEF Volunteer Policies and Procedures</a> , Volunteer Essentials Manual and <a href="#">Safety Activity Checkpoints</a> , acquired additional insurance (if applicable) and have submitted (or will submit) any supplemental trip documentation necessary.	

<b>Troop Leader Signature</b>	<b>Date</b>
<b>Troop Leader Email</b>	<b>Troop Leader Phone While at Camp</b>

Travel application approved	By:	Date:
Travel application not approved	By:	Date:
Reason(s) travel not approved		
Date entered into SF:	Troop Record	Leader Record

**PARTICIPANT ROSTER**

<b>Troop Number:</b>		<b>Troop Leader Name:</b>	
<b>Service Unit:</b>			
<b>Dates of Troop Camping Trip:</b>		<b>From Date:</b>	<b>To Date:</b>

<b>GSUSA Girl-to-Adult Ratio Requirements</b>		
<b>Grade Level</b>	<b>Two</b> unrelated adults (at least one of whom is female) supervising this number of girls	<b>One</b> 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

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

<b>GIRLS</b>	
<b>Registered Girl Member Name</b>	<b>Registered Girl Member Name</b>
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 a second form if more than 12 adults and/or 24 girls\**

**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.

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)