



# Trip Slip: Day Trips, Field Trips, and Short Travel

Complete this form for 1) Day Trips, Field Trips, and Trips less than 200 miles of roundtrip driving time; 2) Overnights up to two nights in duration, including indoor or outdoor overnight at troop member homes; 3) Any trip that involves a commercial and/or public facility that might involve risk to the girls that adult supervision would not have control over, such as amusement parks, public/state campgrounds, horseback riding, etc.

Submit this form to your Membership Executive **one month** prior to trip for approval. (We realize that occasional field trips are planned with less notice. Contact your Membership Executive by phone to notify them that a Trip Slip is on its way.) *Be sure to take insurance claim form, permission slips, health form, accident/incident report form, and first aid kit on your trip.*

Have you consulted the "Checklist for Travel Readiness" found in *Safety-Wise*?  Yes  No

Troop #: \_\_\_\_\_  Daisy  Brownie  Junior  Girl Scouts 11-17

Number of Girls in Troop: \_\_\_\_\_ Number of Girls Participating: \_\_\_\_\_ Number of Adults Participating on Trip: \_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_ Date and Time of Return: \_\_\_\_\_

Destination: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name of Troop Camper (if required): \_\_\_\_\_

Name of First Aider: \_\_\_\_\_ Certification Expiration: First Aid: \_\_\_\_\_ CPR: \_\_\_\_\_

Purpose of Trip (Describe how the trip relates to the Girl Scout program.): \_\_\_\_\_

Method of Travel (car, bus, walking, etc.): \_\_\_\_\_ Number of Drivers: \_\_\_\_\_

All drivers have read the Driver's Guidelines and completed the Driver and Privately Owned Vehicle Statements.

Total cost for a girl to participate: \$ \_\_\_\_\_

Family will pay: \$ \_\_\_\_\_

Troop treasury will pay: \$ \_\_\_\_\_

Adult in Charge: \_\_\_\_\_ : (\_\_\_\_) \_\_\_\_\_ : (\_\_\_\_) \_\_\_\_\_  
(Home, Work, Cell) (Home, Work, Cell)

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
(Should be an adult **not** participating in the event.)

Submitted By: \_\_\_\_\_ Position: \_\_\_\_\_

**Complete applicable portions in this section. Please note your activity must follow *Safety-Wise* and *Volunteer Resource Book* policies.**

Lodging: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name of Lifeguard (if required): \_\_\_\_\_

Type of Lifeguard Certification: \_\_\_\_\_ Certification Expiration Date: \_\_\_\_\_

Name of Horseback Riding Facility: \_\_\_\_\_ (Must be pre-approved by the Council.)

Helmets reserved for bike/horseback riding or other activity (if required):  Yes  No

Additional accident insurance form submitted one month prior to trip (See "Insurance" in the *Volunteer Resource Book*):

Yes  No

If yes, accident insurance plan applied for:  Plan 2  3E  3P  3PI Date: \_\_\_\_\_

## Membership Executive Review

Trip approved according to *Safety-Wise* and *Volunteer Resource Book* policies.  Troop Notified Date: \_\_\_\_\_

Trip approved with the following guideline: \_\_\_\_\_

Trip not approved because: \_\_\_\_\_

Membership Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Driver Guidelines

Thank you for helping make this trip possible for the girls!

Girl Scouts like to take trips, and adults who drive them should have a good time too! You'll enjoy your turn at driving, and the parents of the girls will be comfortable having their girls ride with you.

1. Be sure your car is in safe condition with good brakes and tires (including the spare) and that you have enough gasoline. The vehicle should also carry a first aid kit and emergency equipment such as a fire extinguisher and reflectors.
2. The Leader is ultimately responsible for the safety of the girls. A driver needs to be prepared to show proof of insurance, car registration, and driver's license.
3. Everyone (girls and adults) will be transported in vehicles designed by the manufacturer for carrying passengers. Persons will not be transported except in those parts of the vehicle specifically designed to carry passengers.
4. All passengers must wear seat belts at all times. Seat belts must be used as designed, one person per belt. Children under 12 years of age should be seated in the back in a seat belt.
5. Vans used to carry Girl Scouts should carry 12 passengers or less.
6. Arrive at the departure point early enough to allow plenty of time for loading girls and baggage.
7. The Leader will provide drivers with:
  - ✱ Appropriate health history record and trip permission slip for all passengers (girls/adults). In case of an accident, these are necessary to ensure prompt treatment.
  - ✱ The phone number of the Troop's emergency contact person. If you are delayed, call that person, who will notify parents.
  - ✱ Directions/map to destination. Be sure you know exactly where you are going. For long trips, there should be prearranged meeting places along the route. Caravanning (convoy-type travel) is to be avoided.
  - ✱ A copy of the Emergency Procedures of Girl Scouts of Michigan Trails found in the *Volunteer Resource Book*.
8. Before leaving, review or explain safety rules to all passengers:
  - ✱ Seat belts on at all times.
  - ✱ Hands and arms inside.
  - ✱ Noise must be kept at a level acceptable to the driver.
  - ✱ Special rules for your car.
9. Observe speed and other traffic laws not only for safety, but also as an example to girls riding with you.
10. No volunteer may undertake a role as a Girl Scout member while under the influence of or impaired by any illegal drug or alcohol, nor use or possess it while on Council business. A volunteer, using a legally prescribed or over-the-counter drug(s), must not accept volunteer responsibilities if her/his abilities to perform safely are compromised by the use of the prescribed or over-the-counter drug.
11. The use of tobacco products will not be permitted at any Girl Scout function or in any vehicle transporting children. Adults can only smoke in designated areas away from children.
12. If an injury requiring treatment occurs, a health history record and trip permission slip forms to the Leader.
13. Drivers are encouraged to be registered adult Girl Scout members.
14. When the trip is over, return the health history record and trip permission slips forms to the Leader.
15. Drivers will not use cell phone while driving.
16. Drivers must rest after two hours of driving. Limit driving to six hours per day. Drive with extra caution during hours of darkness and any other time visibility is reduced or road conditions worsened.

I have read and understand the "Driver's Guidelines."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

I am a registered adult Girl Scout.  Yes  No

