

GSNENY Troop or Group Travel Guidelines

Always refer to the Safety Activity Checkpoints, the GSUSA Travel Appendix, and Volunteer Essentials for age appropriateness, safety precautions, adult/girl ratio and any other reminders **before planning any activity or trips**. Safety Activity Checkpoints are written specifically for each particular Adventure Activity.

Activity	Intent to Travel Form	SU Manager Approval	GSNENY Program Manager Approval	Training/Certification Required (by at least one adult on trip)					
				GS 101	FA/ CPR/ AED	Travel 101 / Int'l 101	Outdoor Skills	Overnight (Tent) Camping	Specialty Training
Day trip less than 50 miles away from meeting place	Notify Service Unit Manager prior to trip according to his or her guidelines for notification			✓	**	✓			
Day trip over 50 miles away from meeting place	✓	✓		✓	✓	✓			
Overnight trips of 1 or 2 nights	✓	✓		✓	✓	✓			
Outdoor Camping – at a GSNENY Property	Do not use this form. Complete the Property Rental form and submit it to the Customer Care Staff in Albany.								
Outdoor Camping – NOT at a GSNENY Property	✓	✓		✓	✓	✓	✓	✓	
Trips of 3 or more nights within the continental USA	✓	✓	SU Manager will notify Program Manager	✓	✓	✓			
Trips to Hawaii, Alaska, or Puerto Rico (Cadettes or older only)	✓		✓	✓	✓	✓			
Trips outside of USA (Cadettes or older only)	✓		✓	✓	✓	✓ * Int'l			
IF ANY TRIP INCLUDES FOLLOWING ACTIVITIES:									
Adventure Activity (Check Safety Activity Checkpoints for complete list - activities include but are not limited to: archery, rafting, skiing, swimming, SCUBA, theme parks, boating, etc.)	✓	✓	◆	✓	✓	✓			✓

**** = A First Aider is strongly recommended for local day trips under 50 miles when emergency response time exceeds 5 minutes**

◆ = Consult with Customer Care Staff for Insurance Requirements

Please refer to Volunteer Essentials, or the Troop Travel Toolkit, for more detailed guidelines regarding troop travel.

For any **Service Unit Level Trips (trips for Service Units)**, submit the Intent to Travel Form to the Regional Chair/ Regional Team Member or your Volunteer Services Manager. The timeline for these trips is the same as troop trips of the same duration.

For any **Regional Level Trips (trips for Regions)**, submit the Intent to Travel Form to your Volunteer Services Manager. The timeline for these trips is the same as troop trips of the same duration.

Insurance Requirements (please review the detailed Insurance Guidelines found on the GSNENY website):

Note: Certificates of Insurance must be obtained and submitted to GSNENY Customer Care Staff from any facility or transportation provider that you use.

Type of Insurance	Price	Description
Plan 1 – Basic (Accident)	Free* (included for all registered Girl Scouts)	For events up to 2 overnights without any Adventure Activities
Plan 2 – Non-Scout and 3+ Nights (Accident)	\$0.11 per person, per day	For all non-registered participants attending programs AND all registered Girl Scouts and non-registered participants attending events longer than 2 overnights
Plan 3P - Overnight and Adventure (Accident + Sickness)	\$0.70 per person, per day	For all overnight trips longer than 2 nights and most trips with Adventure Activities (that are not GSNENY-sponsored events) to include accident and sickness coverage
Plan 3PI - International	\$1.17 per person, per day	Required for all international trips (all trips outside of the USA)

Suggested Timeline for Troop or Group Travel

	Two years prior to trip	Six months prior to trip	Two months prior to trip	One month prior to trip	Prior to trip
Day Trips Under 50 Miles, No Adventure Activities					Notify Service Unit Manager prior to trip according to his or her guidelines for notification, collect Health History Forms, Parental Permission Form for Travel
Day Trips Over 50 Miles, No Adventure Activities				Submit Intent to Travel Form to Service Unit Manager	Collect Health History Forms, Parental Permission Form for Travel
Domestic Trips Up To Two Overnights, No Adventure Activities (can include Outdoor Camping – NOT at a GSNENY Property)				Submit Intent to Travel Form to Service Unit Manager; ask for Certificate of Insurance from facility or transport provider	Collect Health History Forms, Parental Permission Form for Travel
Domestic Trips with Adventure Activities (can include Outdoor Camping – NOT at a GSNENY Property)			Submit Intent to Travel Form to Service Unit Manager	Submit updated or missing information and all certifications to Service Unit Manager; <u>purchase additional insurance</u>, ask for Certificate of Insurance from facility or transport provider	Collect Health History Forms, Parental Permission Form for Travel
Domestic Trips Longer Than Two Overnights		Begin brainstorming and budgeting with troop; money earning activities	Submit Intent to Travel Form to Service Unit Manager; Service Unit Manager submits form to GSNENY Program Manager for review	Submit updated or missing information and all certifications to Service Unit Manager; <u>purchase additional insurance</u>, ask for Certificate of Insurance from facility or transport provider	Collect adult and girl Health History Forms, Girl - Permission to Travel within the USA, and personal conduct forms
International Trips	Begin brainstorming and budgeting with troop; money earning activities	Submit Intent to Travel Form to GSNENY Program Manager	Submit updated or missing information and all certifications to GSNENY Program Manager and <u>purchase additional insurance</u>, ask for Certificate of Insurance from facility or transport provider	Collect adult and girl Health History Forms, Authorization for Medical Treatment Forms, Permission to Travel Forms, copies of passports and/or visas, personal conduct forms	