

Girl Scout Trip Planning Tip Sheet

Where can we go?

Most trips taken by Girl Scout troops are short one day trips within the five boroughs. Some troops opt to venture outside New York City. Overnight trips can also be taken, as well trips to Camp Kaufmann. For trips longer than three nights or international travel, please contact [Customer Experience](#) for more information on how to plan your trip.

Keep the planning process girl-led

Before planning any trip, be sure to discuss the comfort level of your caregivers to returning to trips. Do the Girl Scouts and/or families feel ready to take trips? Check with the trip location if they have any regulations that you must be aware of. Take some time at your troop meetings to have the Girl Scouts brainstorm where they would like to go and why (how does it relate to the [Girl Scout Leadership Experience](#)?) Depending on the age- level, girls can also do research, consider the budget, and create a packing list.

Safety First

Whether your troop is visiting the local science museum, Camp Kaufmann or Savannah, GA (the birthplace of Girl Scouts) you should always begin with the [Safety Activity Checkpoints](#) written specifically for that particular activity. Please read the introduction to Safety Activity Checkpoints, which covers specific information for the checkpoints that are common to all activities (e.g., communicate with council and caregivers) as well as a section on what activities are not allowed. After troop co-leaders read these checkpoints, share them with Girl Scouts, troop support volunteers, and caregivers.

Co-Leaders should have a [Girl Health and Safety Record](#) and [Caregiver Permission for Troop Trip/Activity Form](#) for every Girl Scout participating in the trip/activity. Don't forget your First Aid kit*!

Additional Insurance

Some trips, even if they are one day trips, may require that you take out additional insurance. If anyone who is not registered (current year membership) with the Girl Scouts of Greater New York attends your trip, you must purchase additional insurance. Purchase additional insurance by using the [Troop Trip and Insurance Application](#).

If you are attending an event run by Council or a Service Unit, check with the event facilitator, as they may have already filed for additional insurance.

Check out this chart to make sure that your troop is ready for the next Girl Scout adventure!

	One Day Trip in NYC	Overnight or Day Trips Outside of NYC	Two or More nights
Who Needs to Know	<ul style="list-style-type: none"> Girl Scout Caregivers, use the Caregiver Permission for Troop Trip/Activity form No trip application needed, unless additional insurance is being purchased 	<ul style="list-style-type: none"> Girl Scout Caregivers, use the Permission for Troop/Activity Form Girl Scouts of Greater New York: submit a trip application 	<ul style="list-style-type: none"> Girl Scout Caregivers, use the Permission for Troop/Activity Form Girl Scouts of Greater New York: submit a trip application
Training Required	<ul style="list-style-type: none"> GSGNY Leader's Guide to Success 	<ul style="list-style-type: none"> GSGNY Leader's Guide to Success First Aid/CPR Overnight Adventures and Beyond 	<ul style="list-style-type: none"> GSGNY Leader's Guide to Success First Aid/CPR Overnight Adventures and Beyond Camp Certification (if you are starting a fire)
Additional Insurance	<ul style="list-style-type: none"> Needed for any non-registered trip participants (all who supervise Girl Scouts must be registered and background cleared) 	<ul style="list-style-type: none"> Needed for any non-registered trip participants (all who supervise Girl Scouts must be registered and background cleared) 	<ul style="list-style-type: none"> Needed for any non-registered trip participants. Needed for certain activities/extended trips.

Volunteer to Girl Scout Safety Ratio Chart	Troop Meeting		Trips, Travel and Camping	
	Two unrelated troop co-leaders (at least one of whom is female) for this number of Girl Scouts:	Plus <i>one</i> additional approved volunteer for each number of this many Girl Scouts:	Two unrelated troop co-leaders (at least one of whom is female) for this number of Girl Scouts:	Plus <i>one</i> additional approved volunteer for each number of this many Girl Scouts:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

Trip Planning Checklist

- Trip planning process has been girl-led and connects to the Girl Scout Leadership Experience.
- All costs have been discussed with Girl Scouts and their families, including how it will be paid for (i.e. covered by Girl Scout families, through cookie program rebates, or dues).
- Transportation has been decided and communicated to the caregivers. If driving in cars, there must be at least two registered approved volunteers in each car.
- Caregivers have been notified, and signed Caregiver Permission for Troop Trip/Activity Forms have been collected and have been packed to be taken on our trip.
- Up-to-date Girl Health and Safety Records have been collected and are packed to be taken with us on our trip.
- We have a *First Aid Kit, which includes extra face masks, hand sanitizer and surface sanitizer.
- There are enough Co-Leaders and Troop Support Volunteers to satisfy the Girl Scout Volunteer to Girl Scout Safety Ratio.
- There is at least one approved volunteer with the required training needed for the trip/activity (all co-leaders should have GSGNY Leader's Guide to Success training).
- The Safety Activity Checkpoints have been reviewed and shared for the planned trip/activity.
- A Troop Trip Application/Additional Insurance Application has been filed (for trips outside New York City or longer than one day).
- Our troop is prepared for fun!

