

# Trip/Activity 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 get in touch with [Customer Experience](#) for more information on how to plan your trip.

## Keep the planning process Girl Scout-led

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, youth members can also do research, consider the budget, and create a packing list. Check with the trip location if they have any regulations that you must be aware of.

## 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. 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). Make sure to read the section on understanding which activities are not allowed. After troop co-leaders read these checkpoints, share them with Girl Scout youth members, troop support volunteers, and parents/caregivers. Troops should also create an Emergency Action Plan for all activities.

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

## Additional Insurance

Some activities, 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 activity, 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 within NYC	Overnight/Daytrips outside of NYC	Two or more nights
Who needs to know	<ul style="list-style-type: none"> <li><input type="checkbox"/> Girl Scout parents/caregivers; use the Caregiver Permission for Troop Trip/Activity form.</li> <li><input type="checkbox"/> No trip application needed <b>unless</b> it's a high-risk activity* or additional insurance needs to be purchased.</li> </ul> <p><i>*Check Safety Activity Checkpoints for list of activities requiring prior council approval.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Girl Scout's parents/caregivers; use the Caregiver Permission for Troop Trip/Activity form.</li> <li><input type="checkbox"/> Girl Scouts of Greater New York; submit a Troop Trip and Insurance Application.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Girl Scout's parents/caregivers; use the Caregiver Permission for Troop Trip/Activity form.</li> <li><input type="checkbox"/> Girl Scouts of Greater New York; submit a Troop Trip and Insurance Application.</li> </ul>
Training Required	<ul style="list-style-type: none"> <li><input type="checkbox"/> GSGNY Leader's Guide to Success</li> <li><input type="checkbox"/> GSUSA Foundations 1-4</li> <li><input type="checkbox"/> Safety Activity Checkpoints</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> GSGNY Leader's Guide to Success</li> <li><input type="checkbox"/> GSUSA Foundations 1-4</li> <li><input type="checkbox"/> Safety Activity Checkpoints</li> <li><input type="checkbox"/> First Aid/CPR/AED</li> <li><input type="checkbox"/> Overnight Adventures: Sleep Out</li> <li><input type="checkbox"/> Overnight Adventures: Camp Out (if camping, and starting a fire)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> GSGNY Leader's Guide to Success</li> <li><input type="checkbox"/> GSUSA Foundations 1-4</li> <li><input type="checkbox"/> Safety Activity Checkpoints</li> <li><input type="checkbox"/> First Aid/CPR/AED</li> <li><input type="checkbox"/> Overnight Adventures: Sleep Out</li> <li><input type="checkbox"/> Overnight Adventures: Camp Out (if camping, and starting a fire)</li> </ul>
Additional Insurance	<ul style="list-style-type: none"> <li><input type="checkbox"/> Needed for any non-registered trip/activity participants. All adults who will be supervising Girl Scouts are required to be members with a clear background check.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Needed for any non-registered trip/activity participants. All adults who will be supervising Girl Scouts are required to be members with a clear background check.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Needed for any non-registered trip/activity participants. All adults who will be supervising Girl Scouts are required to be members with a clear background check.</li> <li><input type="checkbox"/> Needed for certain activities/extended trips</li> </ul>

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

## Trip Planning Checklist

- Trip planning process has been Girl Scout led and connects to the Girl Scout Leadership Experience.
- We have read the [Safety Activity Checkpoints](#) for our intended activity, and shared with all attending trip/activity. An Emergency Action Plan has been created.
- All costs have been discussed with troop 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 parents/caregivers. If driving in cars, there must be at least two approved volunteers in each car.
- Parents/Caregivers have been notified, and signed [Caregiver Permission for Troop/Activity Forms](#) have been collected, and 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.
- Our First Aid kit, which includes face masks, hand sanitizer and surface sanitizer packed to be taken on our trip.
- There are enough co-leaders and/or troop support volunteers attending to satisfy the 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 taken the GSGNY Leaders Guide to Success and Foundations of Girl Scouting, 1-4). If traveling outside of NYC, or going on an Overnight Adventure, an approved volunteer who has CPR/AED/First Aid training is required.
- A [Troop Trip and Insurance Application](#) has been filed (for trips outside of NYC, overnight trips within NYC and trips longer than one day).
- Our troop/group is prepared for FUN!