

PLANNING GUIDELINES FOR TRIPS AND EVENTS

To assist troop leaders and other volunteers in planning trips as well as troop, meeting site, Service Unit, and borough events in public and/or private facilities, we have developed the following guidelines. It is important for the safety of girls and adults participating in Girl Scout organized activities that you review and apply these guidelines when planning a trip or event. If you have any questions, please contact your Membership Specialist or any other member of the membership or program team.

Contracts

When entering into a contract with an institution that is for less than \$2,000, you may sign it without sending it to the Council for review, as long as you follow the guidelines listed below. Council staff is also happy to review contracts for lesser amounts. Contracts for more than \$2,000 must be submitted to the Council for pre-approval. Please review the contract per the guidelines listed below before you send it to Council staff.

- Be sure the contract covers provisions for bad weather or extraordinary occurrences (e.g. power outage or transit strike).
- Be sure the minimum guarantee is realistic. Plan a deadline by which you may cancel without penalty if you do not have enough registrants for the activity.
- Do a walk-through of the venue to make sure it meets [Safety Activity Checkpoints](#) standards. Check for handicapped accessibility, adequate indoor space in case of bad weather, reasonable parking accommodations, and adequate bathroom facilities.
- Make sure menus and items provided by the venue are spelled out specifically, such as linens, flowers, wait service, and patches. If you plan to bring food, including brown bag lunches, clear this with the venue in advance.

Registered volunteers may proceed with signing a contract, but we ask that you submit a copy at least 4 weeks before your event in case we receive questions regarding the event. For trips, please follow the specific guidelines in this book.

Your event or trip flyer should communicate arrangements as completely as possible to parents and/or guardians. Please see the flyer format checklist at the end of this page to ensure that you have all the necessary details.

CPR/First Aid Coverage

CPR/FA is very important, so please adhere to the following guidelines:

- If a facility has a first aid/medical station, you may use it as first aid coverage for the event. See Trip Planning Timeline for additional requirements.
- If a facility does not have a first aid/medical station, one CPR/FA certified adult for every 50 participants is adequate. Bus trips should include at least one certified adult on each bus. At camp, there must be at least one certified adult in each unit. If during the course of your trip you plan to separate the participants to go to different venues, you should have a CPR/FA certified adult with each group of girls.

Adult Coverage

[Safety Activity Checkpoints](#) outlines the required girl/adult coverage ratio for all outings. Adults are defined as individuals 18 years or older. Trips or events must include:

- Two adults for every 5 Girl Scout Daisies, 12 Girl Scout Brownies, 16 Girl Scout Juniors, 20 Girl Scout Cadettes, 24 Girl Scout Seniors or Ambassadors;
- Plus one adult for each additional 3 Girl Scout Daisies, 6 Girl Scout Brownies, 8 Girl Scout Juniors, 10 Girl Scout Cadettes, 12 Girl Scout

Seniors and Ambassadors.

Troop leaders must be at least 21 years of age. Co-leaders may be 18 years of age. Wife-and-husband leader teams or another combination of related adults must have an additional female present who is not related to the leaders.

Facility Requirements

Leaders must ensure that:

- The area is safe, secure, clean, properly ventilated, heated, lit, and hazard free;
- There are at least two functioning exits that are easily accessible and well marked;
- Evacuation procedures established by the facility or group leaders are known;
- The area is large enough for the planned activities;
- There are facilities accommodating those with disabilities and there are separate facilities for male participants;
- The area is accessible by telephone or other communication device and leaders have emergency contact phone numbers.
- If the event is overnight, male participants should not sleep in the same space as girl members, nor should they supervise girls in the sleeping area; and
- Occupancy limits are adhered to at all times.

Flyer Format

Please follow these tips so that your event or trip flyer is clear to readers:

- Include Council name, GS logo, event name, date, time, place, cost, refund or exchange policy, who may participate, cancellation/rain date information, directions to site, and day-of-event contact number.
- Include instructions for applying (i.e. "send in form with \$XX.XX; balance due, etc."), application deadline, and whether the event or trip is first come/first served.
- Include First Aid/CPR requirements.
- Write for your audience (troop leaders, girls, parents, etc.)
- If the flyer is distributed one per troop, note: "One flyer per troop; please share with other troop leaders and the girls."
- Note when they should expect acceptance or rejection (i.e. "if not accepted, your application/deposit will be returned by...")
- Provide an email address and phone number for additional information (i.e. Service Center, Council, Chair of event).
- Provide a return tear-off when applicable. Make sure information is not lost in returning the tear-off.
- Thank the sponsoring site/other event contributors for their support.
- If possible, prepare flyers as a "Word" document with limited graphics. Other formats make it difficult for volunteers to send electronically.

GUIDELINES FOR TRIPS/SERVICE UNIT EVENTS

The Service Unit Manager and Membership Specialist will review each trip application for approval. This is included for troop leads to use as a planning guide as well. **NOTE:** This checklist may also be used as a guide in planning the agenda for a Parent/Guardian Information Meeting prior to final decision on trip.

I. Leadership

- Do the leaders know the girls well enough before the trip takes place?
- Are the leaders physically and emotionally equipped to handle a trip of the duration and type planned?
- Has the required adult coverage been recruited in accordance with [Safety Activity Checkpoints](#) and/or Girl Scouts of Greater New York's **Policies and Standards**?
- For an extended trip, has a parent meeting been held with a member of the Service Team (not involved with the trip) on hand to hear the "back home" plans?
- Are the girls and leaders registered with the Girl Scouts of Greater New York?
- Have girls been involved in the planning and implementing of the trip?
- Are girls prepared with the skills and knowledge needed to derive benefits from trip?
- Are most of the registered troop members involved in planning and participating in the trip?

II. Cost

Has the proposed budget been developed to include items such as:

- Site rental/accommodations
- Equipment rental
- Transportation
- Additional insurance
- How will these costs be covered?
- Troop treasury funds per Girl Scouts
- Each participant paying a portion
- Troop money earning project (approval required)

III. Parent/Guardian Permission

- Have parents been advised of all activities in which the girls will participate, including activities such as horseback riding, swimming, and theme park rides?
- Has the health history information been updated for each participant?
- Has written parental permission been obtained?

IV. Things to Consider

- What contingency plans have been made for sickness of girls or adults while away?
- Who is the Adult First-Aid/CPR Certified adult accompanying the troop?
- What activities might prove to be potential problems? How will these be handled?
- What activities are not allowed?



TRIP APPLICATION INSTRUCTIONS

Follow the Trip Planning Timeline for submitting your application. Please fill out the Trip Application completely and forward a copy to the Membership Specialist and to the Service Unit Manager for approval. Please include a copy of the Trip Participants List with the application for trips longer than 2 days. The Membership Specialist will review the application for approval and contact troop leaders only if additional information is needed or if there are other questions about the trip. **NOTE:** Please remember to take permission slips, the Girl Health History Record and Accident Insurance Claim forms, and a first aid kit on all trips. Trip Applications are available for download on our website at www.GirlScoutsNYC.org

Prior to filing your application, be sure to:



- All girl members and troop leaders are registered with the Girl Scouts of Greater New York.
- Adults participating in trip understand the purpose of the trip, health and safety requirements, and their role in the girl/adult partnership.
- The trip is appropriate for your program level - i.e. consider length of time, distance, activities, and readiness of troop members.
- The cost of the trip is feasible for the troop and manageable for each individual troop member.
- Adequate adult coverage is in compliance with Girl Scouts of the USA's [Safety Activity Checkpoints](#) and Girl Scouts of Greater New York's **Policies and Standards**.
- Trip plans were shared with all parents/guardians.

Parent/Guardian Permission

Trips of short duration use regular permission forms. For extended trips or expensive trips, a Parent/Guardian Information Meeting must be held. Borough staff must approve and sign your application before you submit it to the Program Department.

UNDERSTANDING WHICH ACTIVITIES ARE NOT ALLOWED

In an exciting, learning-by-doing environment like Girl Scouting, it's only natural that girls will sometimes want to take part in activities not covered in Safety Activity Checkpoints. When activities involve unpredictable safety variables, they are not recommended as Girl Scout program activities. These include but are not limited to:

- Hot air ballooning
- Bungee jumping
- Flying in small private planes, helicopters, or blimps
- Go-carting
- Hang gliding
- Stunt skiing
- Motor biking
- Parachuting
- Riding all-terrain vehicles
- Riding motorized personal watercraft like jet-skis
- Trampolining
- Hunting
- Simulated skydiving and zero-gravity rooms
- Parasailing



Marksmanship activities require council permission, and volunteers need to transport weapons separately from girls. The minimum age for girls using firearms in highly supervised activities is 12 years old.

WHAT IS A GIRL SCOUT TRIP?

A troop trip is an opportunity for girls to learn, have fun, and experience adventure. Girls should plan it with guidance from adults. Girls should be active in planning, participate in pre-trip activities at troop meetings, and be prepared for travel prior to departure. When planning trips with girls, be sure to use GSUSA [Safety Activity Checkpoints](#), the Council's **Policies and Standards**, and grade-level material.

Learning how to plan a trip should be a progressive experience for a Girl Scout - one that starts at a point she is ready to handle. Girl Scout Daisies, for example, might begin with a discovery hike. Girl Scout Brownies and Juniors should start with simple trips if they have never done any traveling. Once a troop understands the planning process, girls may progress to longer trips. Refer to [Safety Activity Checkpoints](#) for details. Use this guide during troop meetings to plan your trip.

Membership staff is to be notified prior to any troop activity occurring away from the regular troop meeting place and/or regular meeting time. This includes but is not limited to individually registered girls.

Start with the basic questions:

- Where are we going?
- When are we going?
- How will we get there?
- How much will it cost?
- How should we prepare?
- What will we do along the way?
- What will we do when we get there?
- What will we do when we get home?

Then go one level deeper:

- **Where are we going?**
 - What are the goals for the trip?
 - Does the destination have a tie-in to the Girl Scout program?
 - What are the girls' expectations? What are the troop leaders' expectations?

- **When are we going?**

Check the calendar to be sure the date does not interfere with a religious observance, school trip, or other event, which will limit participation.

- **How will we get there?**

- An opportunity for girls to participate in the planning begins here.
- Small groups, committees, or patrols can be assigned to check the costs of bus, train, and air fares; estimate mileage if going by car; and learn to use road maps.
- Have groups report findings back to the troop members for the purpose of discussion and decision-making.

- **How much will it cost?**

After the report and discussion, plan a budget based on several methods of transportation. Let girls decide which would be most advisable with leaders help, of course. Consider fees such as overnight lodging, food, etc., as part of the budget.

File a trip application - refer to the trip planning timeline in this publication.

How to get ready:

Now the real fun begins. Activities at troop meetings could focus on:

- What part of the Girl Scout Law will be put into action on the trip?
- What safety procedures should we take?
- What games to play on the bus or train?
- What to wear? What to bring?
- What will we see along the way?
- What forms need to be filled out, i.e., parental permission forms?
- What will we do when we get there?
- Does each girl and parent/guardian understand the purpose of the trip?
- Introduce the girls to the things to look for and ask them what they expect to see, do, and accomplish.
- What will we do when we get home?
- Did the trip meet our expectations? Have troop members evaluate.
- Create a trip log and share with another troop or parents/guardians.
- Write thank you notes!
- Would you recommend this trip and itinerary to others?

Budgeting:

Consider cost factors when planning a troop trip.

- A.** What other types of program will be offered during the troop year if all troop money goes towards the trip?
- B.** What is the troop's projected income?
 - \$ _____ Dues
 - \$ _____ Cookies
 - \$ _____ Troop money earning projects (permission required)
- C.** What are the anticipated expenses?
 - \$ _____ Transportation
 - \$ _____ Meals
 - \$ _____ Accommodations
 - \$ _____ Activity Fees
 - \$ _____ Contingency Fund
 - \$ _____ Other
- D.** What will the trip cost per girl?
 - \$ _____ Total cost per person
- E.** What will be paid for by:
 - \$ _____ Troop funds
 - \$ _____ by Girl/Adult

TRIP PLANNING GUIDELINE

Type of Trip	1. DAY TRIP - WITHIN NYC*	2. DAY TRIP - OUT OF NYC	3. OVERNIGHT OR WEEKEND TRIPS 1-3 DAYS (2 CONSECUTIVE NIGHTS)**
Levels	<p style="text-align: center;">All Levels*</p> <p><i>*It is recommended that Daisy Girl Scout troops not plan trips that are too lengthy for this young age level.</i></p>	<p style="text-align: center;">All Levels*</p> <p><i>*It is recommended that Daisy Girl Scout troops not plan trips that are too lengthy for this young age level.</i></p>	<p style="text-align: center;">Girl Scout Brownie</p> <p style="text-align: center;">Girl Scout Juniors</p> <p style="text-align: center;">Older Girls</p>
Prior to Departure	<p>4-6 Weeks - Allows time to:</p> <ul style="list-style-type: none"> Discuss activity check points from Safety Activity Checkpoints Discuss budgets Make arrangements with facility Discuss transportation Distribute and collect Parent/Guardian Permission Forms Make sure bus company is listed on Council Approved list 	<p>4-6 Weeks - Allows time to consider all the left, plus:</p> <ul style="list-style-type: none"> Adult First Aider must be present on trip Make sure bus company is listed on Council Approved list 	<p>3-6 Months - Allows time to consider all the left, plus:</p> <ul style="list-style-type: none"> Extensive budgeting Parent meeting Contract, deposits, etc. Accrediting Council for Independent Colleges and Schools Girl Health History Form Adult First Aider must be present on trip. Submit request for additional insurance with trip application
Permission/Approval	<p>Notification by phone to your Service Unit Manager and Membership Specialist or Membership Manager.</p> <p>Additional Insurance for non-registered participants</p> <p>Signed by Leader, Membership Manager/ Specialist, and Service Unit Manager</p>	<p>Submit Trip Application to your Service Unit Manager and Membership Specialist or submit Trip Application online.</p> <p>Additional Insurance for non-registered participants</p> <p>Signed by Leader, Membership Manager/ Specialist, and Service Unit Manager</p>	<p>Submit Trip Application and application for Additional Insurance to SUM & Membership Specialist to forward to Membership Manager and copy to Program Department for approval. Trip Applications can also be completed and submitted online.</p>
Approval Deadline	<p style="text-align: center;">2 weeks</p>	<p style="text-align: center;">3 weeks</p>	<p style="text-align: center;">6 weeks</p>
Training Required	<p style="text-align: center;">Getting Started</p> <p style="text-align: center;">Leadership Essentials Training</p>	<p style="text-align: center;">Getting Started</p> <p style="text-align: center;">Leadership Essentials Training</p> <p style="text-align: center;">First Aid/CPR Certification (can be other than leader -- first aider must be on trip)</p>	<p style="text-align: center;">Getting Started</p> <p style="text-align: center;">Leadership Essentials Training</p> <p style="text-align: center;">First Aid/CPR Certification (can be other than leader -- first aider must be on trip)</p> <p style="text-align: center;">Overnight Adventures and Beyond</p>

LEADERS' NOTE: You must request permission for all troop trips and receive pre-approval. Camping trips: If attending Summer Camp (June and July), please use applications and procedures in the Summer Camp brochure. If you are attending Season Camp (September through early June), please use applications and procedures in the Season Camp brochure. Refer to [Safety Activity Checkpoints](#) for requirements for "high risk" activities, and activities that are not permitted as Girl Scout program activities.

TRIP PLANNING GUIDELINE

Type of Trip	4. TRIPS OF MORE THAN TWO NIGHTS AWAY** <i>** Additional insurance is needed except for federal holiday weekends. A First Aid/CPR Certified Adult must be present in each bus if traveling by bus.</i>	5. OUT OF COUNTRY** <i>** Additional insurance is needed except for federal holiday weekends. A First Aid/CPR Certified Adult must be present in each bus if traveling by bus.</i>
Levels	Girl Scout Juniors Older Girls	Older Girls
Prior to Departure	<p>9 Months - 1 Year Allows time to consider all points on prior page, plus:</p> <ul style="list-style-type: none"> • Hold parent information meeting and discuss budget • Discuss activity checkpoints in Safety Activity Checkpoints • Consider contracts, deposits for transportation, and accommodations • Troop money earning project (Council approval required) • Girl Health History Form • Parent/Guardian Permission Form • Submit request for additional insurance with trip application • Adult First Aider must be present on trip and have copy of certifications 	<p>18 Months Prior to Departure Allows time to consider all points to left and on prior page, plus:</p> <ul style="list-style-type: none"> • Request International travel Preparation Packet and Application from Program Department
Permission/ Approval	Submit Trip Application and application for Additional Insurance to SUM & Membership Specialist to forward to Membership Manager and copy to Program Department for approval. Trip Applications can also be completed and submitted online.	One year before departure: Submit Trip Application and application for Additional Insurance to SUM & Membership Specialist to forward to Membership Manager and copy to Program Department for approval. Trip Applications can also be completed and submitted online.
Approval Deadline	4 months	Minimum 1 year
Training Required	Getting Started Leadership Essentials Training First Aid/CPR Certification (can be other than leader -- first aider must be on trip) Overnight Adventures and Beyond	Getting Started Leadership Essentials Training First Aid/CPR Certification (can be other than leader -- first aider must be on trip) Overnight Adventures and Beyond

LEADERS' NOTE: You must request permission for all troop trips and receive pre-approval. Camping trips: If attending Summer Camp (June and July), please use applications and procedures in the Summer Camp brochure. If you are attending Season Camp (September through early June), please use applications and procedures in the Season Camp brochure. Refer to [Safety Activity Checkpoints](#) for requirements for "high risk" activities, and activities that are not permitted as Girl Scout program activities.

PRIVATE TRANSPORTATION: PROCEDURES, GUIDELINES, AND RECOMMENDATIONS

Standard Private Transportation Guidelines from GSUSA & GSGNY:

“Private passenger cars, station wagons, and vans may be used during Girl Scout activities. They must be properly registered, insured, and operated by adults with a valid license for the type and size of vehicle used. Any other form of private transportation may be used only after Council approval has been obtained.” – Volunteer Policies.

Please ensure that:

- The number of passengers does not exceed the intended passenger limits of the vehicle.
- Each person has her or his own seatbelt or booster seat.
- There is adequate space for luggage and equipment, which is stowed securely.
- All vehicles are equipped with a first aid kit.
- No alcohol or drugs are consumed before or during Girl Scout trips. Please be aware that some over-the-counter medications may cause driving impairments.
- All city and state traffic laws and regulations are followed.
- Appropriate behavior while in the vehicle is discussed with girls before each trip.
- Each driver has a copy of destination directions and phone numbers.
- The vehicle stops and pulls off the road to a safe location if there is a need for the driver to make phone calls or text someone.

Booster Seat Law

The Booster Seat Law is in effect and requires all children between the ages of 4 and 7, measuring 4 feet 9 inches or less, to be restrained in booster seats or other appropriate child safety devices that meet applicable Federal Motor Vehicles Safety Standards. The booster seat must be used along with a combination lap and shoulder safety belts. Individuals found to be in violation of this law will be subject to a civil fine. This directly affects Girl Scout Daisy and Brownie Leaders who utilize car pools to travel to trips and meetings.

Private Insurance

If you have questions regarding car insurance coverage, please contact your insurance carrier. The Girl Scouts of Greater New York does not require that additional private insurance be obtained for the transportation of girls.

Private Transportation

When hiring a private bus company, we recommend that troop leaders check their safety record on the Department of Transportation website. We recommend that troop leaders do not contract with any company with noted safety violations. If a posting is made to the DOT site after a bus company is contracted and the company cannot be changed before the trip, we ask that troop leaders ensure that chaperones are aware of any concerns and be vigilant when travelling.

<http://cms.fmcsa.dot.gov/safety/passenger-safety/search/by-company>

TIPS FOR DRIVER SAFETY

Before beginning an extended trip, review the safety facts and safe driving tips for various circumstances.

✓ *Bad Weather*

Don't drive in bad weather, or, if on the road, slow down or stop after pulling as far off the roadway as possible. Bad weather causes increased chances of accidents due to poor visibility; moisture on the road causes hydroplaning; and wet roads reduce traction, which increases the distance needed to stop.

✓ *Following Distance*

Always keep the proper distance between you and the vehicle ahead. This allows time for you to respond. Use a 3-second rule if you are driving a car. Watch the car ahead as it passes an object on the side of the road. Count “1000-1, 1000-2, 1000-3.” If you pass that object before you end the count, then you are too close. Back off. If you are driving a van or a vehicle loaded with lots of gear, increase the count to 1000-4. During bad weather, increase your count. It will take you longer to stop.

✓ *Rest Up*

Do not drive while tired or taking medication that could make you drowsy. You can actually “micro sleep” while you drive, which is highly dangerous in a moving vehicle.

✓ *Distractions*

Do not take your eyes off the road for any reason. If you need to resolve an argument among passengers, read a map, or use a cellular phone, pull off the road at an exit or rest area.

✓ *Anticipate*

Keep your eyes on the road. Continuously scan your mirrors. Watch the road on all sides. If something is happening, you can stop or accurately determine how to avoid the problem. Watch the brake lights of the car ahead or for warning signs along the road.

✓ *Be Visible*

Drive with your headlights on. Do not drive in the blind spots of other vehicles, especially large trucks. Use your turn signals when changing lanes or preparing to turn.

✓ *Adhere to Posted Speed Limits*

Excessive speed can cause accidents because you need more time and distance to be able to react or stop.

✓ *Seat Belts On*

Require all passengers to buckle up before you start the vehicle.

ADDITIONAL INSURANCE

All troop members are provided Basic Activity Insurance by GSUSA upon registration and payment of the \$12 national registration fee (Plan 1). This is why it is so important to get the troop registration completed and returned to the Council in a timely manner. This insurance covers registered members for troop meetings, activities and events lasting two consecutive nights or less and pays up to \$10,000 in medical expense (with a non-duplication provision).

Guests (parents, guest speakers, other "tag-a-long" children not registered with the troop but who are present in a troop meeting or activity) are not covered under the Basic Activity Insurance Plan. In addition, if the troop has an activity/trip/event lasting more than two consecutive nights, neither the troop nor any guests are covered under the Basic Activity Insurance Plan.

To protect your troop and any guests, there are additional insurance plans available. You may have different needs during the year. To help you determine which plan may be best for your particular activity, event or trip, please read the following information. Also be sure to read the plan descriptions for complete information. Decide which plan best suits your needs and complete the Request for Additional Insurance Form. Return the form to the Council with your trip application and payment of the premium. Please note that the insurance needs to be received by the Council at least three weeks before the start of the activity/event/trip in order for coverage to apply. If you have any questions, please call the Systems Department at 212.645.4000 x260.

The following is a general overview of the Additional Insurance Plan. Refer to the plan descriptions for complete details particularly regarding trips.

If you expect to have guests at the troop meetings, choose Additional Insurance Plan 2. Complete the registration form indicating "Troop Meetings" when asked for the name of the event. List all the dates of your troop meetings in the year on the form.

Calculate Your Premium Cost as Follows*:

- A. Determine the total number of non-registered participants you may expect from October 1, 2014 to September 30, 2015.
- B. Calculate the number of troop meetings and events lasting 2 nights or less that you will have from October 1, 2014 to September 30, 2015.
- C. Multiply "a" and "b" above to get "c".
- D. Take the number you obtained in "c" and multiply it by \$0.11. This is your total premium cost.

Example: Two minor children attending each meeting x 30 meetings = 60 x 0.11 = \$6.60.

***If you have more than 15 meetings the year, a second enrollment form for additional insurance must be completed and a minimum premium of \$5.00 paid.**

EXCLUSIVE PRE-SHOW EVENT FOR GIRL SCOUT TROOPS!

This one-of-a-kind experience gives Girl Scout troops exclusive pre-show access at the Radio City Christmas Spectacular*. Enjoy a special meet and greet with some of the iconic Rockettes* and their wellness and athletic trainer before watching them take the stage!

Experience Includes*:

- Exclusive pre-show meet and greet with the Rockettes
- Q&A Session with the Rockettes and their athletic trainer
- Ticket to the Radio City Christmas Spectacular
- Complimentary popcorn and soda or water voucher*
- Complimentary Christmas Spectacular patch*

BE THE FIRST TO BOOK YOUR TROOP!
CALL: 212-465-6080
EMAIL: Group.Sales@msg.com
VISIT: ChristmasSpectacularGroups.com

CAN'T MAKE IT TO THE PRE-SHOW EVENT?
Spectacular ticket savings for Scout Groups are also available for select weekend performances* - ask for details.

* Offer valid for girl scout troops and their guests and chaperones. Valid on select seats and performances. Cannot be combined with any other offer or used on previously purchased tickets. All sales are final - no refunds or exchanges. A \$5 facility fee is included in the price of each ticket. All prices, dates, and times are subject to change without notice. Service charges may apply to online orders. A \$25 shipping and handling fee will be applied to all orders requesting ticket delivery. There is no charge for tickets being held at the Radio City Music Hall Box Office. Subject to availability; other restrictions may apply. Offer expires on November 21, 2014 at 5:00pm ET. Accessible and companion seats are available. Contact the Disabled Services Department at 212-465-6352. Provided as a voucher redeemable for one (1) popcorn and one (1) 20 oz. soda/water only by presenting at the performance for which you are ticketed to attend. All vouchers are subject to the terms and conditions printed on such voucher; other restrictions may apply. While supplies last. ©2014 MSG Holdings, L.P. All rights reserved.

GIRL SCOUT ACTIVITY

ACCIDENT INSURANCE AND OPTIONAL PLANS

PLAN 1: Girl Scout Basic Activity Accident Insurance covers every registered member for accidents occurring while participating in any approved, supervised activity of the Girl Scouts, except events lasting more than two consecutive nights (a third night is covered only for any official federal holiday). This plan carries a non-duplication provision* Pays up to \$10,000 in medical expense. Cost of premium is included in registration fee.

OPTIONAL PLANS

Plan 2, Plan 3E, 3P or 3PI coverage is needed for events or activities for longer periods and/or to insure persons who are not registered Girl Scouts.

PLAN 2: Accident Insurance for Activities or Events Excluded Under the Basic Plan --designed to provide the same level of benefits for approved, supervised activities/events excluded under the Basic Plan. **Non-members participating in Girl Scouts events can be insured under this plan.** This plan should be considered if the event is of a short duration and/or close to home. Examples of such activities/events are field trips or camping on long weekends. **All participants, members and nonmembers, must be insured.** Plan 2 provides coverage for accidents and includes all participants for events lasting more than two consecutive nights (three nights when one is an official federal holiday). Non-duplication provision included in their plan*. Pays up to \$10,000 in medical expense. Cost of premium: \$.11 per person per day, with a minimum premium of \$5.00.

Please note: to cover guests at troop meetings please multiply (# of guests) x (# of troop meetings) x (\$.11).

PLAN 3E: Accident and Sickness Insurance for Activities or Events Excluded Under the Basic Plan – provides **sickness and accident** coverage for all participants in an approved Girl Scout activity/event lasting more than two nights (three when one of the nights is an official federal holiday). It is designed for extended trips. **All participants, members and nonmembers, must be insured.** This plan has a non-duplication Provision* Cost of premium: \$.29 per person per day, with a minimum premium of \$5.00.

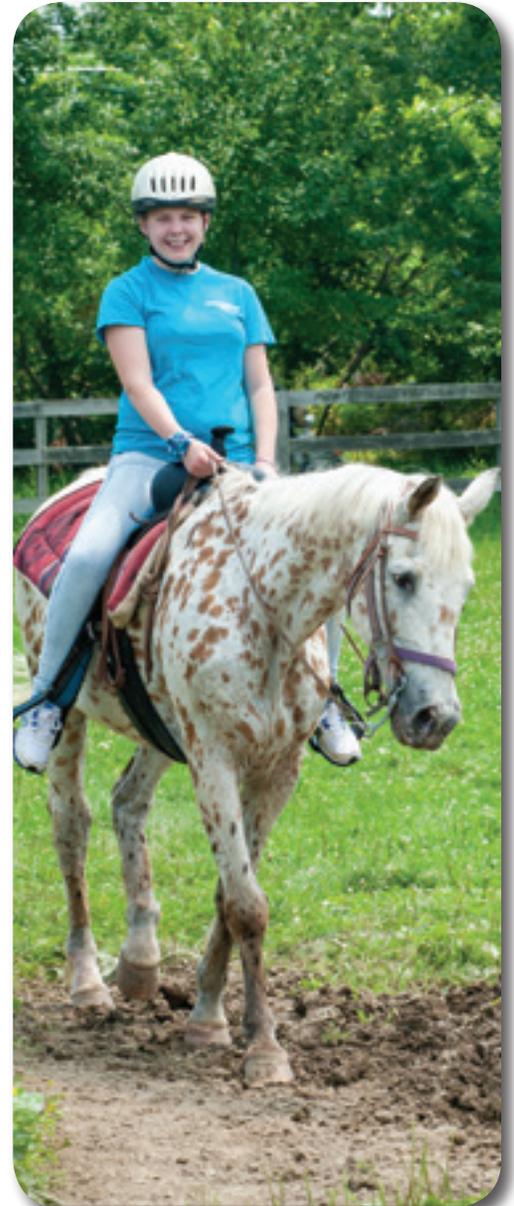
Pay up to \$5,000 in medical expenses for sickness and up to \$10,000 for accident.

PLAN 3P: Accident and Sickness Insurance for Activities or Events Excluded Under the Basic Plan – same as Plan 3E with the exception that it is **not subject to the non-duplication provision***. It is recommended for extended trips. Cost of premium: \$.70 per person per day, with a minimum premium of \$5. Pays up to \$5,000 in medical expenses for sickness and up to \$10,000 for accident.

PLAN 3PI: International Travel Plan. Accident and Sickness Insurance for Activities or Events excluded under the basic Plan – same as Plan 3P, but with international travel assistance services "Safety Net" feature** added (see description below). This is the only plan that covers international travel. Cost of premium: \$1.17 per person per day, with a minimum premium of \$5. Pays up to \$10,000 in medical expenses for sickness and up to \$15,000 for accident.

***Non-duplication Provision:** Up to \$100 in medical or dental expenses is paid by the insurance company without regard to other insurance. If the claim exceeds that amount, benefits are paid only for covered expense, which is not payable under any other insurance policy or service contract.

****International Travel Assistance Services "Safety Net":** Should a medical or other emergency occur while abroad, the leader is a free telephone call away from mobilizing AXA Assistance resources to provide their hands-on assistance. AXA Assistance Services can be secured in an emergency 24 hours a day around the globe by making a toll-free or collect telephone call to its services center. This company is strategically located worldwide to intercede



locally whenever needed in an emergency. Physicians and nurses working with AXA are available to interact immediately when notified of an emergency, thus ensuring continuous contact between all interested parties, including the treating physician(s), facilities, home physician(s), family members, and the Council.

For further information regarding insurance, please call Systems Department at the Council office, 212.645.4000 x249.

REQUEST FOR ADDITIONAL INSURANCE

Additional insurance must be purchased for all non registered person(s) and for trips of more 2 consecutive nights. To purchase additional insurance, complete and submit this form with the appropriate fee to your Membership Specialist at the time of your trip application. Your Membership Specialist and Manager will sign the request and forward it to the Systems Department for processing.

Event: _____

Location: _____

Date(s): _____

Leader/Coordinator Name: _____ Troop: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Tel Day: _____ Tel Eve: _____ Email: _____

INDICATE INSURANCE PLAN BEING REQUESTED *(see previous page for description of coverage for each plan)*

- ___ **PLAN 2:** Accident Insurance for activities or events excluded under the Basic Plan (\$0.11 per person per day).
- ___ **PLAN 3E:** Accident and Sickness Insurance for activities or events excluded under the Basic Plan (\$0.29 per person per day).
- ___ **PLAN 3P:** Accident and Sickness Insurance for activities or events excluded under the Basic Plan (\$0.70 per person per day).
- ___ **PLAN 3PI:** International Travel Plan. Accident and Sickness Insurance for activities or events excluded under the Basic Plan (\$1.17 per person per day).

Prices may change in October 2014. Please call the Council for updated prices.

Names of Activity/Event participants requiring insurance *(continue on additional page if necessary)*

Name	Male/Female	Age (children)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

___ **Total # of persons applying for additional insurance** *(minimum premium is \$5)*

Leader/Coordinator Signature: _____ Date: _____

Leader/Coordinator Signature: _____ Date: _____

Leader/Coordinator Signature: _____ Date: _____

SAFE PASSENGER PLEDGE AND SAFE DRIVER PLEDGE

SAFE PASSENGER PLEDGE

As a passenger on a Girl Scout Trip, I understand it is my responsibility to help ensure our safety. I pledge to be a great passenger by following the rules for this trip:

- ✓ Keep my seatbelt fastened around me.
- ✓ Help the driver keep us safe by practicing good behavior, especially by not yelling, arguing, fighting, or throwing things that could be distracting.
- ✓ Ask if there are any landmarks to find that would help the driver navigate.
- ✓ Play games or music **QUIETLY** with other passengers.
- ✓ Stay with my group when we stop.
- ✓ Alert the driver to any problems like a door being open, a missing buddy, or anything the driver can't see, such as something behind the vehicle as it is backing up.
- ✓ Follow instructions given by the driver before and during the trip.

Passenger's Signature

Date

SAFE DRIVER PLEDGE

As a driver for a Girl Scout Activity, I understand it is my responsibility to transport girls safely to the scheduled activity and back to their parents/guardians. To ensure the safety of the girls, I pledge to:

- ✓ Make sure that the vehicle is in safe operating condition before the trip.
- ✓ Be sure that everyone is wearing a seatbelt at all times while the vehicle is moving.
- ✓ Drive within posted speed limits.
- ✓ Use turn signals for all turns and traffic lane changes.
- ✓ Yield to all oncoming traffic and be extra careful when making left turns.
- ✓ Keep at least a four-second interval between my vehicle and the vehicle in front of me when highway driving.
- ✓ Drive with extra caution during hours of darkness when visibility is reduced.
- ✓ Plan extended trips to avoid driving in the dark.
- ✓ Never drive when sleepy.
- ✓ Take a rest break every 2 hours.
- ✓ Alternate drivers when I need a break.
- ✓ Drive no more than 6 hours a day.
- ✓ Never use a cellular phone while driving. I will pull over and stop, put the car in park, and put on flashing lights before dialing.
- ✓ Never use alcohol or medication that may make me drowsy.

Drivers's Signature

Date



Girl Scouts of Greater New York • 43 West 23rd Street, 6th Floor • New York, NY 10010-4283
Tel: 212.645.4000 • Fax: 212.645.4599 • www.GirlScoutsNYC.org

TRIP APPLICATION FOR SHORT TRIPS (NOT TO EXCEED 2 CONSECUTIVE NIGHTS)

INSTRUCTIONS FOR LEADERS: Please complete the application and forward to your Service Unit Manager and Membership Specialist for approval. **Additional insurance must be purchased for all non-registered person(s) and for trips of more than (2) consecutive nights. Request for additional insurance must be submitted with the appropriate fee and included with this application.** Registered Girl Scouts (girls and adults) are automatically covered by Girl Scout insurance for two nights or less. You will be notified of the status of your request. This form must be approved before girls proceed with further planning. **Please call the Council to obtain an application for an Extended Trip. Please print all information.**

LEADER INFORMATION:

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Cell #: _____ Tel Day: _____ Tel Eve: _____
Email: _____

TROOP INFORMATION:

Service Unit: _____ Troop #: _____ Borough: _____
Program Level(s): Daisy Brownie Junior Cadette Senior Ambassador
Number of Participants: _____ Registered Girls: _____ Registered Adults: _____ Non-Registered Person(s): _____

TRIP INFORMATION:

Name of Place: _____ Tel: _____
Location Address: _____
City: _____ State: _____ Zip: _____
Departure Date: _____ Time: _____
Return Date: _____ Time: _____
Traveling By: Private Car Council Bus Other Transportation
Name of Bus Company (if applicable): _____

(Troop leader must verify that the bus company or travel agency has a Certificate of Insurance on file with the Girl Scouts of Greater New York. If not on file, please attach a clear copy of their certificate showing Girl Scouts of Greater New York as the Certificate holder.)

ADDITIONAL INSURANCE:

To request Additional Insurance, attach Additional Insurance Form with full payment to your trip application **(must be a minimum of \$5)**.
_____ Number of person(s) applying for Additional Insurance



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TRIP APPLICATION FOR SHORT TRIPS (CONTINUED)

CERTIFICATION: The Adults listed below are participating on this trip and have completed the necessary training for this trip. (Please attach a copy of this certification)

Name _____ Certification (ie: first aid/CPR, overnight training) _____

Name _____ Certification (ie: first aid/CPR, overnight training) _____

EMERGENCY HOME CONTACT: Our contact person below will have a complete Trip Participant List including the names, addresses, and phone number of all participants. **This person must be someone who is not attending the trip.**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell #: _____ Tel Day: _____ Tel Eve: _____

Email: _____

BUDGET INFORMATION: The information below **MUST** be completed before approval can be considered for this application.

No. of girls registered in troop: _____ Troop treasury will pay: _____

No. of girls participating in the trip: _____ Participant will pay: _____

Total cost per person: _____

CHECKLIST FOR TRIP APPROVAL:

WE HAVE:

- Used the Planning Trips with Troops information planning
- Used **Safety Activity Checkpoints** publication and other appropriate activity checklists
- Checked Girl Scouts of Greater New York's Policies and Standards
- Involved troop members in planning

It is recommended that all trips relate to a program activity. How does this trip relate to your program level? _____

I understand providing misinformation could result in the trip not being covered by Girl Scout Activity Insurance and could increase personal liability.

Troop Leader's Signature: _____ Date: _____

TRIP APPLICATION APPROVAL: This application has been reviewed and approval as appropriate by:

Service Unit Manager Signature: _____ Date: _____

Membership Specialist Signature: _____ Date: _____

Membership Manager Signature: _____ Date: _____

THIS FORM WILL NOT BE PROCESSED WITHOUT A MEMBERSHIP MANAGER'S OR SENIOR STAFF APPROVAL.

