Extended Troop Travel Packet

For Troop Travel experiences that are more than 3 days/2 nights, that only take place domestically within the jurisdiction of the United States.

Girl Scouts of Citrus Council
341 N. Mills Ave.
Orlando, FL 32803
(407) 896-4475
www.citrus-gs.org
Girl Scout Travel Progression

Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. Because when girls take the lead, the possibilities are endless.

LOCAL FIELD TRIPS
Get your travel feet wet! Walk to a nearby garden, or take a short ride to a firehouse or other local spot.
Keep it girl-led: girls choose the location.

DAV TRIPS
Take an all-day trip!
Keep it girl-led: girls choose the location and activity (perhaps working toward a badge) and make plans for lunch.

OVERNIGHTS
Start with one night, maybe at a camp or museum. Progress to a weekend trip in a nearby city or state park.
Keep it girl-led: girls plan key details of the trip, such as the activities, the budget, the route, and lodging.

REGIONAL TRIPS
Spend three to four nights away somewhere a few hours from home.
Keep it girl-led: girls plan the entire planning process and might add a community service or TakeAction project.
(Extended trip insurance required.)

NATIONAL TRIPS
Travel the country! Trips often last a week or more. Girls should think beyond atypical vacation location and consider historical sites, museums, or national parks!
Keep it girl-led: girls lead the entire planning process and might add a community service or TakeAction project.
(Extended trip insurance required.)

INTERNATIONAL TRIPS
Travel the world! These life-changing trips usually take one to three years to prepare. Consider visiting a WAGGS World Centre!
Keep it girl-led: girls download the Global Travel Toolkit and plan their entire trip (including learning about the language, culture, passports and visas, exchange rates, etc.).
(Extended trip insurance required.)

INDEPENDENT TRAVEL
Older girls with national or international travel experience can travel nationally or internationally independently through council-offered travel opportunities or GSUSA’s Destinations program. Check with your council, or visit the Girl Scout Destinations website!

When moving up to each level of the progression, consider girls’ independence, flexibility, decision-making skills, group skills, and cross-cultural skills.
# Check List for Extended Troop Travel

## General Information For Extended Troop Travel For More Than 3 Days/2 Nights

Each troop/family should weigh their participation based on their own health concerns.

As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While Girl Scouts of Citrus takes every safety and preventative precaution, Girl Scouts of Citrus can in no way warrant that COVID-19 infection will not occur through participation in Girl Scout activities.

Please be sure to follow the guidelines listed below when submitting paperwork, ensuring that all information is complete and provided at the time of submission will allow for a timely turnaround.

Girl Scouts of Citrus Council wants to ensure the safety of our girls, volunteers, and staff always. By following Safety Activity Checkpoints, Volunteers Essentials, and Risk Management guidelines for all events, activities, travel, and high adventure opportunities this will ensure the safety of everyone involved.

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## Type of Activity/Travel

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Review GSC Activity Guidelines &amp; Safety Activity Checkpoints for activity specific guidance and grade requirements. Vendor Must Be on the GSC Approved Vendor List</td>
</tr>
<tr>
<td>✓ Review and Complete a Extended Troop Travel Packet 2 months before <a href="https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html">https://www.citrus-gs.org/en/about-girl-scouts/our-council/forms.html</a> Submit to Michelle Rouleau through Customer Care at <a href="mailto:customercare@citrus-gs.org">customercare@citrus-gs.org</a></td>
</tr>
<tr>
<td>✓ Activity waivers or other vendor paperwork (if applicable)</td>
</tr>
<tr>
<td>✓ Parent Permission Form for each girl attending</td>
</tr>
<tr>
<td>✓ Annual Health Exam Form for Girls &amp; Participating Adults</td>
</tr>
<tr>
<td>✓ Have a Certified Troop First Aider</td>
</tr>
<tr>
<td>✓ Additional Accident Insurance is required for all participants. For out of state trips, review other additional insurance options.(Review plans 3E or 3P)</td>
</tr>
<tr>
<td>✓ Have a Certified Troop Camper – required level (when camping)</td>
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<tr>
<td>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</td>
</tr>
</tbody>
</table>

## High Adventure Excursions

Any type of high adventure activity or one that may have an element of risk such as: Horseback Riding, Aquatics, Challenge Courses, Shooting sports etc. These can take place inside/outside Council Jurisdiction including other Councils.

<table>
<thead>
<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>✓ Review GSC Activity Guidelines &amp; Safety Activity Checkpoints for activity specific guidance and grade requirements. Vendor Must Be on the GSC Approved Vendor List</td>
</tr>
<tr>
<td>✓ Be sure to review activities prior and submit for council approval with all required paperwork for the trip</td>
</tr>
<tr>
<td>✓ Activity waivers or other vendor paperwork (if applicable)</td>
</tr>
<tr>
<td>✓ Parent Permission Form for each girl attending</td>
</tr>
<tr>
<td>✓ Annual Health History Form for Girls &amp; Participating Adults</td>
</tr>
<tr>
<td>✓ Have a Certified Troop First Aider</td>
</tr>
<tr>
<td>✓ Follow and submit all necessary COVID 19 Health and Safety Guidelines found on the GSC website</td>
</tr>
</tbody>
</table>
Troop Travel

When girls are looking to plan a trip for any length of time, there are always multiple factors to look at during the planning stage, such as:

- Location
- Length of trip
- Grade level of girls to ensure travel progression is being incorporated
- All health and safety guidelines
- Any excursions that the girls would like to participate in
  - This would include any high adventure activities they may need to be reviewed and approved

**Which activities require approval?**

All high risk/adventure activities need prior approval from council. High risk is defined as: any activity that requires specialized skills, training, equipment and/or supervision on the part of the participant, instructor and/or the vendor. Examples of these include but are not limited to: horseback riding, rock climbing, low & high ropes, climbing walls, canoe/kayak, paddleboard, surfing, indoor trampoline, indoor skydiving or shooting sports or locations and/or sites that provide these types of activities.

**Which activities do not require approval?**

In general, the following activities do not require approval: family fun centers, ice/roller skating, bounce houses and age-appropriate arts and crafts. Remember to refer to Safety Activity Checkpoints for all activities to review complete guidelines for the activity such as safety and grade/age requirements. Contact the facility prior to the activity for any site-specific guidelines and requirements such as: waivers, weight & height restrictions, etc.

*Please note:
If a venue has multiple activities, some of them may require approval and some may not, be sure to verify prior to participation.

For all questions regarding High Adventure Activities, Safety Guidelines or Vendor Approval please email Michelle Rouleau at mrouleau@citrus-gs.org
**Extended Troop Travel for more than 3 days/2 nights**

As of June 1st, troops will be allowed to submit Troop Activity Requests for extended overnight camping/trips. Providing they adhere to the following criteria:

- All current Safety Activity Checkpoint, Volunteer Essential and COVID – 19 guidelines are followed
- Updated Activity Packet is completed and submitted 2 months before trip to Customer Care.
- High Adventure activities need to be reviewed and vetted.
- Troops must have a current Troop First Aider and Troop Camper for the type of overnight activity
- All girls attending the trip hold a current membership
- All adults attending and/or driving must have a current membership and an approved CBC
- All participants must complete the pre-screening form and have their temperature taken and logged daily
- All overnight camping/trips must take place within the state of Florida, except for Savannah which will be approved.
- Other destinations will be approved on a case-by-case basis and must be submitted a minimum of 8 weeks from the date of the trip to allow time for review.

**Overnight Guidelines**

When planning any type of overnight experience with people outside of your own household, the following guidelines must be always adhered to by adults and girls:

Reduce the sleeping capacity by approximately 50% of total capacity depending on the type of accommodations you are using.

When sleeping in the same structure, the following guidelines must be followed:

- Everyone sleeps 6 feet apart
- Everyone has their own bed/sleeping area
- All participants must sleep head to toe or feet to feet (never face to face)
- Masks should be worn up until everyone is laying down
- Adults sleep in separate structures unless the event is specified for that such as a family camp event, Mom and me/Dad and me
- All clothing, toiletries and personal items should remain in closed bags when not in use
- Everyone should have their own personal items/toiletries that are labeled and stored when not in use, including multiple masks. Avoid sharing any personal items outside of family members
- When brushing teeth everyone needs to maintain 6 feet apart and wear a mask while they are waiting
- If there are any male volunteers on the trip, they must always sleep in a completely different area and have their own restroom (when possible) if the restroom is shared, there must be a sign or indication on the door. The door/entrance must be locked/blocked, or a female adult should be outside ensuring girls do not enter
Hotels and Air B&B’s

It is recommended at this time that only those that are in the same household share a hotel room/bedroom. However, if there is a need for non-family members to stay in the same room all the above guidelines need to be adhered to at this time. Always follow Safety Activity Checkpoints for all guidelines and confirm Safety and Health guidelines with the location prior to reservations to ensure they are COVID compliant with all sanitary and health guidelines.

Tent Camping

Always ensure the troop/group has a Troop Camper that holds a current Outdoor Skills Certification – Troop Camper Level 1, that includes new Covid-19 guidelines. (for those that had previous training from 2019-2020, there will be a brief update module sent to you to view) When tent camping it is also advised that only those that are in the same household share a tent. However, if there is a need for non-family members to stay in the same tent there should be no more than 2 people in a tent, and all the above guidelines need to be adhered to.

Cleaning and Sanitation

All sleeping areas should be cleaned and disinfected prior to setting up their beds as well as daily. This would include:

- Depending on the mattress - wiping down mattresses with disinfectant wipes or spraying down bedding with disinfectant spray when you arrive to the site and then each morning
- When possible open windows, flaps etc. to allow enough air flow once girls begin their day
- Ensure that there are sufficient hand sanitizers throughout your area and activities
- Wash hands frequently with soap and water throughout the day
- Always sanitize before and after:
  - Each activity,
  - Eating meals or snacks
  - Entering or leaving a building or structure
  - Using the restroom
- Everyone must always have masks on except during:
  - Eating or drinking
  - Sleeping
  - Participating in any activity where they are in the water, such as swimming or boating
- Troops/groups must ensure there is enough supplies for everyone for the weekend. This can be done by asking everyone to bring their own based on the CDC guidelines for cleaning and sanitizing, as well as having additional supplies available for the group for the event. Supplies to have on hand are:
  - Cleaning /sanitizing wipes and spray
  - Paper towels, soap
  - Sanitizer, Disposable masks
  - Garbage bags
Forms for review and to submit

- Acknowledgement Form - Submit to Council
- Pre-Screening Form – Keep with troop leader
- Health and Safety Checklist - Keep with troop leader
- Extended Travel Application - Submit to Council
- Travel Plan for Extended Trip - Submit to Council
- Roster - Submit to Council
- Proposed Itinerary - Submit to Council
- Budget Worksheet - Submit to Council
- Trip Report - Submit to Council after trip

For questions regarding any high adventure or travel please contact Michelle Rouleau, Outdoor Adventure Program Manager at mrouleau@citrus-gs.org
Acknowledgement of Girl Scouts of Citrus
Covid-19 Guidelines

This form is to be used when participating in any Girl Scout activities, meetings, trips etc. that take place for any Girl Scout activity with girls and/or adults.

Please note: for troop meetings this form only needs to be submitted once per membership year unless there is a location change.

Volunteer: ____________________________________________
Email: ____________________________ Contact Phone: ____________________________

Troop #’s for all troops you lead : ____________________________________________
Community Name: ____________________________________________

☐ For troop meetings (only 1 per year) or ☐ For any activity (each time)

Troop meeting/activity address: ____________________________________________

Please acknowledge that you understand each of the statements below:

COVID-19 is an extremely contagious virus that spreads easily in the community. Each troop/family should weigh their participation based on their own as well as their family members health concerns. As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While Girl Scouts of Citrus takes every safety and preventative precaution, Girl Scouts of Citrus can in no way warrant or be held responsible that COVID-19 infection will not occur through participation in Girl Scout activities. Initial

I have read the current guidelines for resuming in-person activities from Girl Scouts of Citrus Council and I will take all reasonable precautions to limit exposure for girls, volunteers, and families, which will include following CDC, GSUSA, GSC and state health department guidelines. Initial

I will be sure to inform girls, volunteers, and families what measures have been put in place during our time together such as wiping down and disinfecting all high touch areas before, during and after activity. Wiping down supplies and other items and areas, spraying a disinfectant, the proper way to wash hands including how to shut off faucets, open doors, etc., using hand sanitizer, wearing masks, social distancing, and any other safety protocol including pre-screening forms and temperature checks. Initial

For any allowed in-person troop activities, including meetings the adult volunteers are responsible for assisting with and monitoring all social distancing guidelines and cleaning protocols. Initial

In the event of a positive COVID-19 test result within my troop, I will notify the parents/caregivers and others who may have been exposed. I understand girl and volunteer health information is confidential and I am not to share that with anyone outside of those exposed. Initial

Volunteer Name Printed/Typed : ____________________________________________
Volunteer Signature: ____________________________________________ Date: ____________

4/15/2021
Attendee Name:_________________________ Date:_________________________

Type of Gathering: Troop Meeting [ ] Event/Activity [ ] Name of Event/Activity:_________________________

Is participant’s temperature under (>100.4 F)? YES [ ] NO [ ]

Please Note: If temperature is above 100.4 F, participant is not able to stay at meeting/activity.

1. Have you taken fever reducers in the past 72 hours? YES [ ] NO [ ]

2. Have you been experiencing shortness of breath or having trouble breathing? YES [ ] NO [ ]

3. Have you recently lost or had a reduction in your sense of smell or taste? YES [ ] NO [ ]

4. In the past 72 hours, have you had a dry cough, runny nose, or sore throat? YES [ ] NO [ ]

5. In the past 72 hours, have you had any other flu-like symptoms, such as gastrointestinal upset, headache, muscle pain or fatigue? YES [ ] NO [ ]

6. In the past 72 hours, have you had chills or repeated shaking with chills? YES [ ] NO [ ]

7. Have you been tested for COVID-19? YES [ ] NO [ ]
   If YES, date tested____________ and what is the result?
   Positive: [ ] Negative: [ ] Awaiting result: [ ]

8. In the last 14 days, have you been in contact with someone who has a confirmed case COVID-19, under investigation for COVID-19 or a respiratory illness? YES [ ] NO [ ]

9. In the last 14 days, have you traveled to any foreign country? YES [ ] NO [ ]
   If YES, where?__________________________

10. In the last 14 days, have you traveled to a state outside of FL? YES [ ] NO [ ]
    If YES, where?__________________________

11. I understand that COVID-19 is an extremely contagious virus that spreads easily in the community. Each troop/family should weigh their participation based on their own, as well as their family members health concerns. As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While Girl Scouts of Citrus takes every safety and preventative precaution, I understand that Girl Scouts of Citrus can in no way warrant or be held responsible that COVID-19 infection will not occur through participation in Girl Scout activities. YES [ ] NO [ ]

Initial:__________________________

4/15/2021
Health and Safety Checklist for Troop Meetings/Activities

Please note that this is a recommended checklist to assist you. You may add items as you see fit based on the location you are using. Always be sure to have the recommended cleaning/first aid supplies listed in the guidelines for any activities.

<table>
<thead>
<tr>
<th>Checklist</th>
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<tbody>
<tr>
<td>Designated adult arrives at location - reviews the location to ensure who else is there. If additional groups are using the facility, additional cleaning of the bathroom before and after girl/adult use may be required. (When applicable)</td>
</tr>
<tr>
<td>Wipe down and disinfect all areas - prior to arrival of girls (tables, chairs, bathrooms, counters, faucets, light switches, supplies) (When applicable)</td>
</tr>
<tr>
<td>Check that all supplies are stocked for girls (soap, paper towels, sanitizer, disposable masks, etc.) (When applicable)</td>
</tr>
<tr>
<td>For public activities always review and verify the Covid Health and Safety guidelines for the location and communicate the guidelines to the adults and girls</td>
</tr>
<tr>
<td>When girls and adults arrive, collect pre-screening and check their temperature (must be under 100.4 to stay)</td>
</tr>
<tr>
<td>Ensure that everyone is wearing a mask and social distancing. (unless unable due to health restrictions)</td>
</tr>
<tr>
<td>Review at each meeting safety and cleaning protocols, including: hand washing, masks, touching surfaces and face, social distancing etc.</td>
</tr>
<tr>
<td>Ensure adults are aware of their responsibilities to the girls regarding monitoring social distancing and must model this behavior as well.</td>
</tr>
<tr>
<td>Mask check and sanitizer (adults check that all masks are on properly and everyone sanitizes their hands)</td>
</tr>
<tr>
<td>Supplies are all individual (When applicable)</td>
</tr>
<tr>
<td>Wipe down and disinfect all areas– mid meeting (When applicable)</td>
</tr>
<tr>
<td>Finish Meeting/Activity – girls and adults leave facility</td>
</tr>
<tr>
<td>Wipe down and disinfect all areas (When applicable)</td>
</tr>
<tr>
<td>Discard all used cleaning supplies, wipes, gloves etc. and dispose of garbage bag when applicable.</td>
</tr>
<tr>
<td>Always maintain proper social distance</td>
</tr>
<tr>
<td>Always maintain appropriate group sizes based on current guidelines</td>
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</table>
**Girl Scouts of Citrus Council**  
**High Adventure/Extended Travel Application**

Intent for High Adventure/Extended Travel Application must be completed for:
- When a troop/group travels outside of the state of Florida for any length of time.
- When a troop/group is traveling for three nights or more to any destination.

Applications/packets are due TWO MONTHS prior to trip or activity. Once it is received you will be notified within 10 business days of the status of your request and if there are any concerns. The complete Travel Packet must be submitted with all the forms and insurance request if the trip/activity requires it. Please refer to the Activity/Travel Checklist for clarification. Always wait for approval before moving forward with the girls for planning. Please send all forms/packets to Theresa Rivera, Director of Outdoor & High Adventure Programs at trivera@citrus-gs.org.

| Grade Level of Participants (check): Daisy ☐ Brownie ☐ Junior ☐ Cadette ☐ Senior ☐ Ambassador ☐ | Email: | Zip Code: |
| Address: | City: | St: |
| Day Phone: ( ) | Alternate Phone: ( ) | Email: |

| Responsible Adult Name: | Group/Troop No.: | Service Community: |
| Date: | Group/Troop No.: | Service Community: |

How many are Participating: Girls _____ Adult Participating: Female _____ Male _____

Has your group planned and participated in a travel/high adventure experience previously? Yes ☐ No ☐

If yes, give a description of destination, type of trip, and type of activities: ____________________________________________________________

| Departure Date: | From: | Return Date: | To: |
| Location of activity/travel: | | | |

What is the purpose of this trip (i.e. service, eco-tourism, etc.)? ____________________________________________________________

| Estimated cost per girl: $ ________ | Estimated cost per adult: $ ________ | Total Budget: $ ________ |
| Does your group plan on participating in council-sponsored product sales? Yes ☐ No ☐ |
| Does your group plan on conducting any money-earning activities? Yes ☐ No ☐ |
| Type of transportation planned (i.e. private vehicle, plane): | |
| Are there high risk activities on this trip? Yes ☐ No ☐ If yes list type: | |
| Have these activities been verified on the approved vendor list? Yes ☐ No ☐ |

| Responsible Adult Signature: | Date: |
| Date Received: | Approved ☐ | Not Approved ☐ |

If not approved, what is the reason? ____________________________________________________________

| Date of Notification: | Council Signature: |
| Next Steps/Recommendations/Comments: |

June 2021
Participant Roster for All Activities
(Roster must be submitted with each Activity Request Form)

Troop Meeting ☐ Event/Activity ☐ Name of Event/Activity __________________________ Date: __________

Please Note: All Adult Participants must be registered members and approved volunteers. Please list all girls and adults below and complete all the information including: your designated First Aider, Outdoor Skills and/or any other trained volunteers that are attending. (Be sure to include their certifications when you submit this paperwork)

Review Safety Activity Checkpoints for all guidelines

<table>
<thead>
<tr>
<th>Participant's Name</th>
<th>Adult or Girl</th>
<th>DOB</th>
<th>Participant Contact Phone (Cell)</th>
<th>Emergency Contact Name</th>
<th>Relationship to participant</th>
<th>Emergency Contact Phone (cell)</th>
<th>Certifications FA/CPR, Outdoor, Lifeguard, etc.</th>
<th>Certification Expiration Date (if applicable)</th>
<th>Background Check Expiration Date</th>
</tr>
</thead>
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4/15/2021
Proposed Itinerary for Troop/Group
Extended Trip

Troop #: ___________ Service Community: __________________________ Program Level: _______

Departure Date: ___________ Time: ___________ Location: __________________________

Return Date: ___________ Time: ___________ Location: __________________________

Type of Transportation: ___________ (Remember that 15 passenger vans are not permitted)

Driver Names if applicable (also list on Travel Plan): __________________________

If using a transportation company or renting vehicles, list name of company and attach contract:

________________________________________________________________________

If using a tour company list name and attach their itinerary: __________________________

List complete itinerary below:

<table>
<thead>
<tr>
<th>Date &amp; Times</th>
<th>Name &amp; Address of Location</th>
<th>Type of Activity</th>
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Please submit all forms to Theresa Rivera, Senior Director of Outdoor Programs and Girl Experience at trivera@citrus-gs.org June 2019
Girl Scouts of Citrus Council
Travel Plan for Extended Trip

The Travel Plan for Extended Trip Form is due no less than 45 days prior.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Group/Troop #:</th>
<th>Service Community:</th>
</tr>
</thead>
</table>

Advisor/Leader Name: ____________________________________________

Address: __________________________________ City: ___________ State: ___________ Zip: ___________

Day Phone: ___________ Alternate Phone: ___________ Email: ___________

Departure Date: ___________ Time: ___________ Leaving: ___________ From: ________________________

Return Date: ___________ Time: ___________ Arriving: ___________ To: _________________________

Place(s) Traveling to: ___________________________________________________________________

Trip Description: _______________________________________________________________________

Are there any high risk activities on this trip? [ ] Yes [ ] No
If yes, type of activities: ____________________________

Have these activities been verified on the approved vendor list? [ ] Yes [ ] No

What is the Adult/Girl Ratio for this trip? Adults ___________ to Girls ___________

If using private or leased vehicles, you must list adults below (if applicable, list additional driver(s) information on a separate sheet):

Name: ___________________ D.L. #: ___________ Insurance Co.: ___________ Policy #: ___________

Name: ___________________ D.L. #: ___________ Insurance Co.: ___________ Policy #: ___________

Name: ___________________ D.L. #: ___________ Insurance Co.: ___________ Policy #: ___________

Name: ___________________ D.L. #: ___________ Insurance Co.: ___________ Policy #: ___________

Attach documentation to include with travel plan for the following:

• Participant Roster for Activities & Trips
• Complete itinerary with Route of ground travel
• Itemized budget
• Additional Driver information for those not previously listed
• Completed Travel Checklist

Advisor/Leader Statement of Compliance:

• GSUSA Safety Activity Checkpoints, GSUSA and Council health, safety and emergency procedures have been reviewed and are being adhered to as defined in Volunteer Essentials, Safety Activity Checkpoints and Travel Appendix.
• All drivers are approved volunteers for these activities and are properly licensed.
• All vehicles are registered, insured, have had recent maintenance and have a seat and seatbelt for every passenger.
• Vehicle checklist has been completed before and during trip on each day of travel.
• Parents/guardians are informed of the trip activities, safety and emergency procedures, and contact information.
• Appropriate permissions have been obtained for each girl including Health History/Health Exam.
• Our group/troop will conduct ourselves at all times in a positive manner while representing Girl Scouts.
• All adults and girls have completed and submitted behavioral/photo agreements.
• I understand providing misinformation or participating in an activity that is not approved could result in the trip not being covered by Girl Scout Activity Insurance and could increase personal liability.

Advisor/Leader Signature: ___________________________ Date: ___________________________

Please submit all forms to Theresa Rivera, Senior Director of Outdoor Programs and Girl Experience at trivera@citrus-gs.org

June 2021
Budget Worksheet for Troop/Group Extended Trip

Troop #_________ Service Community _________________________ Program Level ____________

Total Girls Attending: ___________ Total Adult Members Attending: _______

Trip: ___________________ Dates of Travel: ___________ to _________________

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food: $___________</td>
<td>Money Earning Projects: $</td>
</tr>
<tr>
<td>Hotel/Site Rental: $______</td>
<td>Cookie Sale Profits: $</td>
</tr>
<tr>
<td>Transportation:</td>
<td>Fall Product Sale Profits: $</td>
</tr>
<tr>
<td>Gasoline: $______________</td>
<td>Donations: $</td>
</tr>
<tr>
<td>Air/Bus/Train Fare: $______</td>
<td></td>
</tr>
<tr>
<td>Vehicle Rentals: $_______</td>
<td>Participant Fees</td>
</tr>
<tr>
<td>Other: $___________</td>
<td>Girl Fees: $</td>
</tr>
<tr>
<td>Participant Insurance: $</td>
<td>Adult Fees: $</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Program:</td>
<td></td>
</tr>
<tr>
<td>Admission Fees: $_______</td>
<td>Other: $</td>
</tr>
<tr>
<td>Other Program Costs: $____</td>
<td></td>
</tr>
<tr>
<td>Postage/Phone: $_________</td>
<td>Other: $</td>
</tr>
<tr>
<td>First Aid Supplies: $_____</td>
<td>Other: $</td>
</tr>
<tr>
<td>Miscellaneous: $_________</td>
<td>Other: $</td>
</tr>
<tr>
<td>Subtotal: $_____________</td>
<td></td>
</tr>
<tr>
<td>Contingency Expenses: $</td>
<td></td>
</tr>
</tbody>
</table>

Expense Total: $_________ Income Total: $  

Please submit all forms to Theresa Rivera, Senior Director of Outdoor Programs and Girl Experience at trivera@citrus-gs.org

June 2021
Trip Leader/Coordinator ____________________ Troop # ___________ Service Community ______________

Trip Destination(s) ______________________ Departure Date ___________ Return Date ___________

Final Number of participants on trip: Adults: Female ___________ Male ___________ Girl ___________

Health & Safety:

Please list below all First Aid treatment for burns, cuts, sprain, etc. and treatment for any illness or injury. (Use separate health log if necessary). If you filed any accident insurance claims, please give details on a separate sheet and submit copies with this report.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Injury/Illness</th>
<th>Treatment</th>
<th>By Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Final Finance Information:

Please list final cost for the following:

Transportation _______________ Hotel/Site Fee _______________ Meals _________________________

Program _____________________ Other Expenses ______________

Estimated Cost __________________

Actual Cost ____________________

Remaining Balance (if any) __________________

Feedback regarding your trip. Suggestions, etc.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Complete and return this final report within one month after the trip. Keep a copy for your troop records. Please submit all forms to Customer Care at customeercare@citrus-gs.org
Insurance Information and Forms

✓ General Insurance Information
✓ How to purchase additional insurance
✓ How to submit an insurance claim in case of accident/injury
✓ Insurance Comparison Chart
✓ Forms
  • Plan 2
  • Plan 3E
  • Plan 3P
  • Plan 3PI

For questions regarding Insurance and Purchasing Guidelines please contact Customer Care at customercare@citrus-gs.org or 407-896-4475
General Insurance Information

When ordering insurance be sure to review the types of plans and when they are required. Refer to the Insurance Comparison Chart and the Activity/Travel Checklist for clarification

- Keep in mind that all currently registered members have Plan 1 Basic Accident Insurance and are covered for all events, activities and trips that are 3 days/2 nights or less.
- Additional Insurance plans must be purchased when the event, activity or trip is more than 3 days/2 nights and if there are any non-members present.
- Additional insurance plans MUST be purchased 4 weeks in advance of the activity and 8 weeks for out-of-state or out-of-country travel.
- Only the Troop Leader or other registered adult in charge may order insurance.
- Requests for insurance must come directly to the Council Service Center with the completed High Adventure/Trip Travel packet. Requests are not allowed to be submitted directly to Mutual of Omaha. The appropriate form must be completed and submitted (with payment by check, money order or credit card) to the Council Service Center for approval (see Steps for Purchasing Insurance).
- There is a $5 minimum charge for all insurance requests.

Always keep in mind that Additional Insurance is secondary insurance. The insured party’s family insurance plan is primary. Mutual of Omaha pays the first $140 of an approved claim, and will continue (after the family insurance plan has reached its coverage limit) up to a total of $20,000 for each claim.
**How to Purchase Additional Insurance:**

- Review the Girl Scout Insurance Comparison Chart and Activity/Travel Checklist to determine which plan(s) you will need to purchase.
- Choose the plan you need (Plan 2, Plan 3E, Plan 3P, and Plan 3PI).
- Complete the most current Enrollment Forms (type or print legibly) which can also be found in the High Adventure/Trip Travel Packet.
- Be sure that the top of the form is completed with all the leader/responsible adult’s information.
- Include the name of the event and the city in the “Name/Location of Event” column.
- Total ALL columns (use dollar signs on all money amounts).
- Do NOT date enrollment forms (council will sign and date after verification).
- Include your payment with all of your paperwork. If you are submitting a check or Money Order make them payable to Girl Scouts of Citrus Council. DO NOT SEND CASH.
- Please Note: The minimum purchase for insurance is $5.00. Therefore, if the total cost of your insurance is under $5.00, you will still need to pay a minimum of $5.00.

Email your completed High Adventure/Travel Packet to Theresa Rivera, Director of Outdoor Program at trivera@citrus-gs.org or mail directly to:
Girl Scouts of Citrus Council, 341 N Mills Ave, Orlando, FL 32803

Once the activity/travel is approved the paperwork will be forwarded to Marie Snead to purchase the requested insurance.

All forms and payment must be in the council office at least 4 to 8 weeks in advance of the event or trip. Please Note: If a form is incomplete or inaccurate, or if the payment is in the wrong amount or under $5.00, they will not be processed.

For more information or questions regarding insurance please contact:
Customer Care at customercare@citrus-gs.org or 407-896-4475
Instructions for Submitting an Insurance Claims (All Plans)

As with ordering insurance, all claims need to be submitted to the Council first and then the Council will submit the completed paperwork to Mutual of Omaha. Only authorized staff is allowed to submit paperwork to them.

Steps for Filing a Claim:

1. Print out the claim form. Go to the Mutual of Omaha website: www.mutualofomaha.com/gsusa
2. Click on "How to file a Claim and Claim Forms"
3. Scroll down the page and click on “Claim Forms” (Print out all 3 pages and staple together)
4. Complete the form in full and sign wherever appropriate. Do not complete the very bottom section (for council use only)
5. Send the claim form to the Council Service Center, attention: Marie Snead, for validation, along with any bills received at the time.

Girl Scouts of Citrus Council
341 N Mills Ave
Orlando, FL 32803
Attention: Marie Snead

Council will complete the council section, sign and mail to the insurance company.

Please remember to send the accident report and any subsequent bills related to this claim to Marie Snead at the council office. If you prefer to receive hard copies of claim forms, please contact Marie Snead (407) 228-1616 or msnead@citrusgs.org.
| PLAN 1 Accident Insurance (included in current GSUSA memberships) | **Plan 1 Accident Insurance** is included in all currently registered GSUSA members. This is for all Girl Scout events inside/outside Council Jurisdiction within the United States that are 2 nights or less.  
This insurance does not cover trips longer than 2 nights, trips outside of U.S. territory; or for non-members and tag-a-longs.  
This plan covers accident related injury only, not sickness or infirmary. |
| --- | --- |
| **PLAN 2 Accident Insurance** ($.11 per person, per calendar day) | **Plan 2 Accident Insurance** should be purchased for participants who are NOT currently registered GSUSA members for all events that are inside/outside Council Jurisdiction for any time frame.  
It should also be purchased for all registered members that are participating in an event that is 3 nights or more.  
Example: If your troop is planning a trip for 5 days and 4 nights, you will need to purchase insurance for all of the registered members for the full 5 days because the trip is longer than 3 days, 2 nights.  
This plan covers accident related injury only, not sickness or infirmary.  
Plan 2 does not cover any trips/activities outside of the United States. |
| **PLAN 3E Accident and Sickness Insurance** ($.29 per person, per calendar day) | **Plan 3E Accident & Sickness** is recommended to be purchased for trips out of state or for any other trip that is 3 nights or more, where sickness could occur, or when council wishes to provide this extra sickness coverage which is not covered under Plan 2, such as extended trips out of town.  
This plan covers accident related injuries and sickness. |
| **PLAN 3P Accident and Sickness Insurance** ($.70 per person, per calendar day) | **Plan 3P Accident & Sickness** For groups with one or more participants who do not have personal family insurance (or where personal insurance may not be honored). For events and trips that are 3 nights or more. Plan 3P acts as primary insurance for participants covered by the plan. |
| **PLAN 3PI Accident and Sickness Insurance for International Trips** ($1.17 per person, per calendar day) | **Plan 3P1 Accident & Sickness** For any Girl Scout group planning a trip out of the country for 3 nights or more. Due to certain pre-trip benefits, this insurance should be purchased in the planning stages of the trip, but after the trip has been approved by the council, Call the council office to obtain detailed information on how to purchase this plan. |
| **INTERNATIONAL INBOUND Accident and Sickness Insurance for Girl Guides/Girl Scouts Visiting the USA** ($3.30 per person, per calendar day) | Can be purchased by groups who are hosting Girl Guides/Girl Scouts visiting the USA. This insurance covers the visiting Girl Guides/Girl Scouts. |
Plan 2
Enrollment Form

1. Always review the insurance Comparison Chart to be sure you are purchasing the correct insurance.
2. Submit the completed form with payment to Girl Scouts of Citrus Council for processing and approval.
3. Be sure to include approved TAR, Travel or Event paperwork together.
4. Your insurance information will be sent to the email listed below.
5. Council approval is required to process insurance, without the appropriate Council authorization requests cannot be processed; volunteers cannot submit enrollments or payments directly to Mutual of Omaha Companies

Name (Leader or person submitting this form) Troop # Community

______________________________ __________________________
Street City State Zip

Phone # E-mail

Please provide the selected Accident and Sickness Insurance to cover all enrolled participants in the following approved activities (except statutory employees covered under workers’ compensation.)

List the Event Information Below

<table>
<thead>
<tr>
<th>Name and Address of Event</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>(1) Number of Participants</th>
<th>(2) Number of Days</th>
<th>(3) Participant x Days</th>
<th>(4) Premium per day</th>
<th>Total Due (3 x 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Medievil Times, 4510 W Vine St, Kissimmee, FL 34746</td>
<td>10/31/19</td>
<td>10/31/19</td>
<td>55</td>
<td>1</td>
<td>55</td>
<td>.11</td>
<td>$6.05</td>
</tr>
</tbody>
</table>

MINIMUM PREMIUM is $5.00 – several events can be included in one submission to be combined to meet the minimum.

Method of payment: [ ] Check [ ] Money Order [ ] VISA [ ] MASTERCARD [ ] DISCOVER

If paying by credit card, information below MUST BE INCLUDED:
CARD # ________________ EXP. DATE____/____Sec. Code _________

(fill in all digits shown on your credit card)

Name as it appears on Credit Card: (Print) _______________________________________

Signature (required on credit card orders) _______________________________________

COUNCIL USE ONLY: BudgetCode: ________________________________________________

Insurance Plan 2 - July 2019

June 2021
1. Always review the insurance Comparison Chart to be sure you are purchasing the correct insurance.
2. Submit the completed form with payment to Girl Scouts of Citrus Council for processing and approval.
3. Be sure to include approved TAR, Travel or Event paperwork together.
4. Your insurance information will be sent to the email listed below.
5. Council approval is required to process insurance, without the appropriate Council authorization requests cannot be processed; volunteers cannot submit enrollments or payments directly to Mutual of Omaha Companies.

Name (Leader or person submitting this form)  Troop #  Community

Street  City  State  Zip  Phone #  E-mail

Please provide the selected Accident and Sickness Insurance to cover all enrolled participants in the following approved activities (except statutory employees covered under workers’ compensation.)

**List the Event Information Below**

<table>
<thead>
<tr>
<th>Name and Address of Event</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>(1) Number of Participants</th>
<th>(2) Number of Days</th>
<th>(3) Participant x Days</th>
<th>(4) Premium per day</th>
<th>Total Due (3 x 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Savannah Trip - Holiday Inn, 520 W Bryan St, Savannah, GA 31401</td>
<td>10/1/19</td>
<td>10/5/19</td>
<td>12</td>
<td>5</td>
<td>60</td>
<td>.29</td>
<td>$7.20</td>
</tr>
</tbody>
</table>

MINIMUM PREMIUM is $5.00 – several events can be included in one submission to be combined to meet the minimum.

Method of payment: ☐ Check  ☐ Money Order  ☐ VISA  ☐ MASTERCARD  ☐ DISCOVER

If paying by credit card, information below MUST BE INCLUDED:

CARD # _____________  EXP. DATE ___/___Sec. Code ___________  M M Y Y

(fill in all digits shown on your credit card)

Name as it appears on Credit Card: (Print) ________________________________________________________________

Signature (required on credit card orders) ________________________________________________________________

COUNCIL USE ONLY: Budget Code: ________________________________________________________________
Plan 3 P
Enrollment Form

1. Always review the insurance Comparison Chart to be sure you are purchasing the correct insurance.
2. Submit the completed form with payment to Girl Scouts of Citrus Council for processing and approval.
3. Be sure to include approved TAR, Travel or Event paperwork together.
4. Your insurance information will be sent to the email listed below.
5. Council approval is required to process insurance, without the appropriate Council authorization requests cannot be processed; volunteers cannot submit enrollments or payments directly to Mutual of Omaha Companies

Name (Leader or person submitting this form)  Troop #  Community

________________________  ________________  __________________
Street  City  State  Zip

Phone #  E-mail

Please provide the selected Accident and Sickness Insurance to cover all enrolled participants in the following approved activities (except statutory employees covered under workers’ compensation.)

List the Event Information Below

<table>
<thead>
<tr>
<th>Name and Address of Event</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>(1) Number of Participants</th>
<th>(2) Number of Days</th>
<th>(3) Participant x Days</th>
<th>(4) Premium per day</th>
<th>Total Due (3 x 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Savannah Trip - Holiday Inn, 520 W Bryan St, Savannah, GA 31401</td>
<td>10/1/19</td>
<td>10/5/19</td>
<td>12</td>
<td>5</td>
<td>60</td>
<td>.70</td>
<td>$42.00</td>
</tr>
</tbody>
</table>

MINIMUM PREMIUM is $5.00 – several events can be included in one submission to be combined to meet the minimum.

Method of payment:  
☐ Check  ☐ Money Order  ☐ VISA  ☐ MASTERCARD  ☐ DISCOVER  
If paying by credit card, information below MUST BE INCLUDED:
CARD # ___________________________  EXP. DATE ______/____ Sec. Code ___________  
(fill in all digits shown on your credit card)
Name as it appears on Credit Card: (Print) ____________________________________________________________________________
Signature (required on credit card orders) ____________________________________________________________________________

COUNCIL USE ONLY: Budget Code: __________________________________________

Insurance Plan 3P - July 2019
1. Always review the insurance Comparison Chart to be sure you are purchasing the correct insurance.
2. Submit the completed form with payment to Girl Scouts of Citrus Council for processing and approval.
3. Be sure to include approved TAR, Travel or Event paperwork together.
4. Your insurance information will be sent to the email listed below.
5. Council approval is required to process insurance, without the appropriate Council authorization requests cannot be processed; volunteers cannot submit enrollments or payments directly to Mutual of Omaha Companies

Name (Leader or person submitting this form) Troop # Community

Street City State Zip

Phone # E-mail

Please provide the selected Accident and Sickness Insurance to cover all enrolled participants in the following approved activities (except statutory employees covered under workers’ compensation.)

List the Event Information Below

<table>
<thead>
<tr>
<th>Name and Address of Event</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>(1) Number of Participants</th>
<th>(2) Number of Days</th>
<th>(3) Participant x Days</th>
<th>(4) Premium per day</th>
<th>Total Due (3 x 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex: Our Chalet - Hohlbeweg 1, 3715 Adelboden, Switzerland</td>
<td>10/1/19</td>
<td>10/10/19</td>
<td>12</td>
<td>10</td>
<td>120</td>
<td>$1.17</td>
<td>$140.40</td>
</tr>
</tbody>
</table>

MINIMUM PREMIUM is $5.00 – several events can be included in one submission to be combined to meet the minimum.

Method of payment: [ ] Check [ ] Money Order [ ] VISA [ ] MASTERCARD [ ] DISCOVER

If paying by credit card, information below MUST BE INCLUDED:

CARD # ______________________ EXP. DATE_____/____Sec. Code _____________ (fill in all digits shown on your credit card)

Name as it appears on Credit Card: (Print) ____________________________________________

Signature (required on credit card orders) ____________________________________________

COUNCIL USE ONLY: Budget Code: ____________________________________________________

Insurance Plan 3 PI - July 2019

June 2021