

Trip & Travel Guide 2026-2028



girl scouts

Travel Progression

Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. Travel fun can be endless when girls lead.

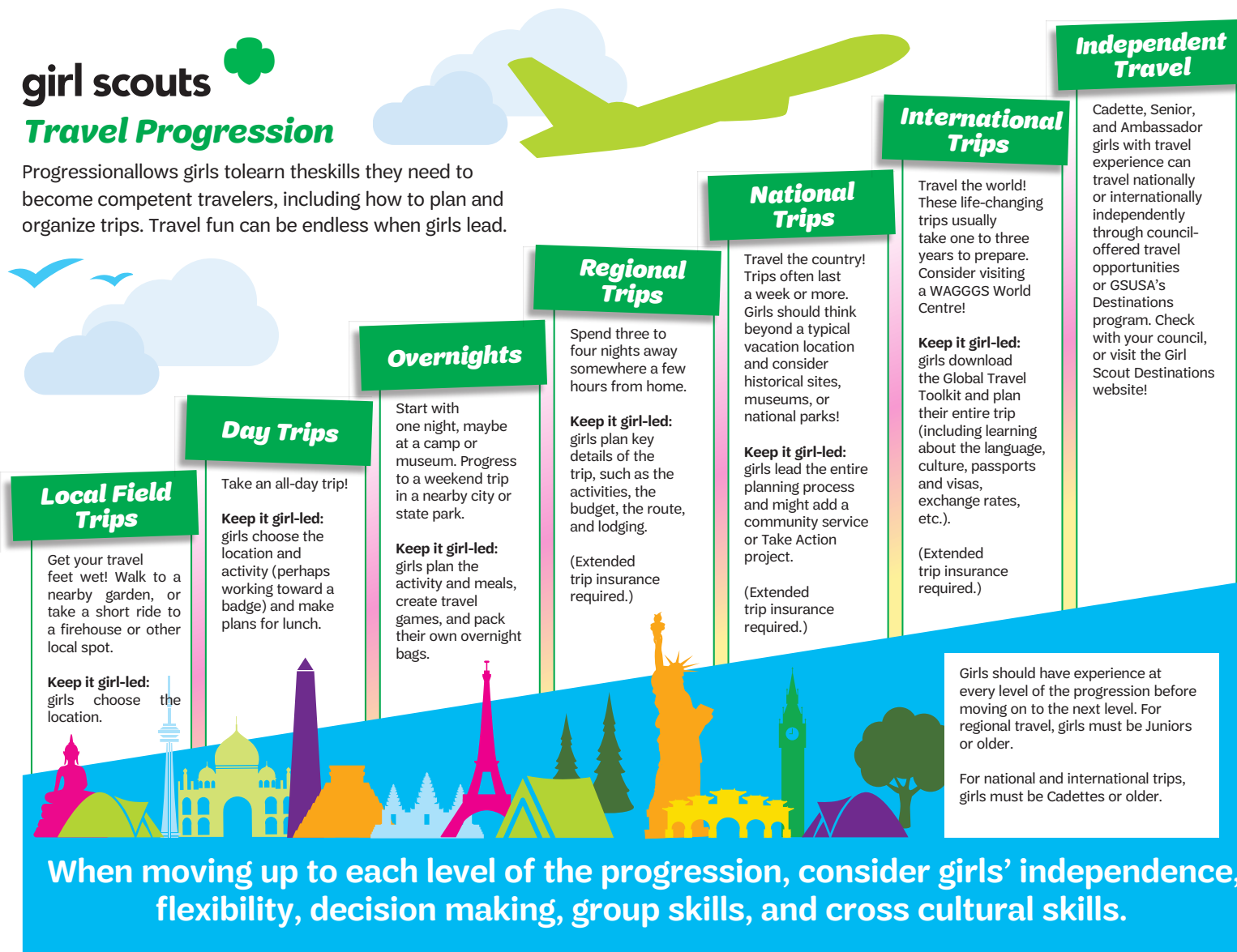


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Troop Trip Overview

What is a Troop Trip?

A troop trip is defined as any activity outside of your regular troop meeting location. An overnight activity at your meeting location is also considered a trip.

Types of Troop Trips

Girl Scouts defines six types of Troop Trips, each with slightly different requirements and considerations.

- GSSN Program on GSSN Property: Any trip where girls are attending a GSSN led program on GSSN's property.
- Day Trip: Any trip starting and ending on the same day. This includes GSSN programs at a partner location.
- Overnight Indoor Trip: Any trip that spans more than one day and involves girls spending at least one night inside (hotel, museum, GSSN office, etc.).
- Overnight Outdoor Trip: Any trip that spans more than one day and involves girls spending a least one night in an outdoor setting (lodge, cabin, tent, etc.) or involves outdoor activities (campfire, hiking, etc.).
- Extended, Regional and/or International Trip: Any trip that is 3 more more nights, is outside of council boundaries, and/or when girls leave the United States.
- GSUSA Destinations: Any official GSUSA destinations trip.

Trip Activities

Girl Scouts may be interested in participating in a variety of activities when on a trip. Those activities can fall into three categories.

- General: All activities that are permitted and not considered high risk.
- High Risk: A specific set of activities listed on Page 9. Participating in a high-risk activity requires a Certificate of Insurance (COI) from the business/location. See more information on Page 9.
- Not permitted: There is a set of activities listed on Page 9 that are not permitted as Girl Scout activities.

Troop Trip Requirements

Depending on the type of trip, there are different requirements to ensure safety and insurance compliance. Below are definitions of all the types of possible requirements. To determine which of these are required for the trip you are planning, see the chart on Page 4.

All Trips

Links to forms are on our website:

<https://www.gssn.org/en/members/for-volunteers/forms-and-documents.html>

- Universal Permission Slip: General permission slip signed by parent or guardian.
- Health History Form: Information about allergies, medications, emergency contact, etc. Required to be completed for each girl annually and to be kept in the troop leader binder for all troop meetings and activities.

Some Trips

- GSSN Camp, Travel, & High-Risk Activity Form: Required for all trips lasting more than one night, outside of council boundaries, or considered high-risk as listed on Page 9.
- Trip & High Risk Activity Application: Required for all trips lasting more than one night, outside of council boundaries, or considered high-risk as listed on Page 9. Application must be submitted 30-60 days in advance. Must have council approval and all requirements complete prior to the trip.
- Attending volunteer who has current First Aid and CPR certifications on file with GSSN.
- Attending volunteer who has completed specific GSUSA or GSSN Training.
- Certificate of Insurance (COI) from trip and or activity provider.
- Up to date Volunteer driver form & DMV printout.

Troop Trip Requirements

x: Required

o: Recommended, not required

	GSSN Property	Day	Over- night	Over- night indoor	Over- night outdoor	Extended, Regional Inter- national	GSUSA Destination
Universal Permission Slip	x	x	x	x	x	x	x
Health History Form	x	x	x	x	x	x	x
GSSN Trip Application Approval		x	x	x	x	x	x
GSSN Camp, Travel & High-Risk Activity Form					x	x	x
Adult Supervision with Ratio	x	x	x	x	x	x	x
Passports & Permission to travel w/Minors						Inter- national Only	x
Complete GSSN Troop Trip & Travel Training		o	o	x	x	x	x
Complete Outdoor Skills Training					x	x	
Attending First Aid Certified Adult		x	x	x	x	x	x
Certificate of Insurance	For any high risk activity happening on the trip.						
Volunteer Driver Forms & DMV Printout	Anytime a volunteer is driving children that are not their own						

Policy Note

While a troop leader is not required to attend every troop trip, they need to be made aware. Troop Trip Training in gsLearn along with GSSN in person/or virtual training when offered, is recommended for all registered and background cleared Trip Leaders, regardless of their official role in the troop.

Safety Policies and Best Practices

Considering and planning for a safe trip is a priority at Girl Scouts.

Trip Safety Requirements: Requirements for all possible activities including procedures, expectations, and specific required safety measures are included in the GSUSA Safety Activity Checkpoints.

Trip Safety Preparation: To ensure a safe trip, do the following prior to a trip:

- ☐ Attend recommended and required trainings aligned to trip type.
- ☐ Gather and review all required paperwork from parents (see page 4).
- ☐ Ensure parents are aware of and agree to any High Risk Activity (list on page 9).
- ☐ Pack a comprehensive First Aid kit and include the GSSN Incident/Accident Report form.
- ☐ Speak directly with any parent whose child must take medication during the trip – get all directions in writing including where and how medication will be stored.
- ☐ Ensure sleeping arrangements meet Girl Scout requirements (see page 7).
- ☐ Ensure an emergency contact not attending the trip has a copy of the troop trip roster and all family contact information for girls attending.
- ☐ Ensure all Volunteer Driver forms are collected if needed.

Approved Transportation

Troop-arranged transportation includes carpooling, renting/leasing vehicles, and chartering a bus. GSSN must have a COI on file for your bus chartering company.

Transportation Mode	Required Documentation
Drop off at destination	NA
Private Car	Volunteer Driver Form, DMV Printout, Proof of Insurance
Bus/Train/Ferry (public transportation)	NA
Bus (charter)	COI
Van 10-12 passenger	Volunteer Driver Form, DMV Printout, Proof of Insurance
Commercial Airline	NA
Boat (private)	COI
Ride Share	NA - but check vehicle license plate, make/model of vehicle and confirm drivers name. Each passenger must wear seatbelt.

Girl Scout/Adult Ratios

Girl Scouts' adult to girl ratios show the minimum number of registered, trained, and background checked adult volunteers are needed to supervise a specific number of girls. Note that more adults are required on troop trips than for troop meetings.

GIRL SCOUT ADULT-TO- YOUTH RATIOS	GROUP MEETINGS		EVENTS, TRAVEL, AND CAMPING	
	Two unrelated volunteers (at least one of whom is female) for up to this number of youth:	Add One additional volunteer for each additional:	Two unrelated volunteers (at least one of whom is female) for up to this number of youth:	Add One additional volunteer for each additional:
DAISY GIRL SCOUTS (Grades K-1)	12	1-6	6	1-4
BROWNIE GIRL SCOUTS (Grades 2-3)	20	1-8	12	1-6
JUNIOR GIRL SCOUTS (Grades 4-5)	25	1-10	16	1-8
CADETTE GIRL SCOUTS (Grades 6-8)	25	1-12	20	1-10
SENIOR GIRL SCOUTS (Grades 9-10)	30	1-15	24	1-12
AMBASSADOR GIRL SCOUTS (Grades 11-12)	30	1-15	24	1-12

In addition to the adult-to-Girl Scout ratios, please remember that adult volunteers and chaperones must be at least 18 years old, and a registered, background checked Girl Scout member. Volunteer drivers must be at least 21 years old, as well as registered, background checked Girl Scout members. One lead volunteer in every group must be female and unrelated to the other attending leaders. If there are additional tag-a-longs in your group (siblings, etc.) they must also be counted in ratio.

Overnight Sleeping Arrangements

Always ensure the following:

- Everyone has their own bed
- Girl Scouts and adults do not share a bed

In an instance where adults need to share a sleeping area with Girl Scouts (for example: an open-space sleeping environment, or to support a girl with special needs), two unrelated adult females must be present.

Note: If it's a troop trip that includes families, the family unit may stay together in the same sleeping quarters.

Men on Overnight Trips

Men are welcome to attend trips and overnight outings with Girl Scouts. However, the following guidelines need to be followed:

- Men do not sleep in the same tent or room with Girl Scouts.
- Men must have separate restroom facilities

Insurance

Girl Scouts provides Activity Accident insurance coverage, which is underwritten by Mutual of Omaha to support Girl Scouts participating in Girl Scout approved and supervised activities and events.

Activity Accident insurance is automatic upon membership registration and applies to all adult and youth members who may become injured during a Girl Scout approved and supervised activity.

This coverage works like supplemental medical/health coverage and is intended to help with out-of-pocket medical expenses that may not be covered by personal insurance.

Activity Accident insurance extends to non-members who are invited to participate in a Girl Scout approved and supervised activity, or a friend of a Girl Scout who is invited to try Girl Scouting.

Activity Accident coverage applies to day events, overnight trips (including camp), and international travel.

Certificate of Insurance (COI)

If Safety Activity Checkpoints indicate that an activity requires prior council approval, then it requires a Certificate of Insurance (COI). If your trip includes a high-risk activity, a detailed description must be included on the Trip & High-Risk Activity Application.

- COI's are proof that businesses have insurance to cover accidents. When your troop is participating in a high-risk activity, you are required to obtain a COI from the facility.
- COI's are also required for riding a chartered bus/tour, riding a chartered/private boat, or staying at any establishment (campground, hotel, etc.) with a body of water or pool on property.

First Aid Policies

- A First Aider is an adult volunteer who is certified in FA/CPR/AED through an approved vendor and has taken the Girl Scouts First Aider training." Additionally, SAC requires different levels of First Aid Training for some events: WFA, WFR, or higher first-aid for trips & outdoor travel 30+ minutes from EMS services and for some high-risk activities.
- The First-Aider must submit a valid certificate to GSSN by emailing a copy of the certificate to girlscoutshelp@gssn.org
- A First-Aider must be available to attend all trips and have a first-aid kit with them at all times.
- Information on first-aid kits and medications can be found below.
- Emergency procedures can be found on the last page of this guide.
- An incident/accident report for should be completed and submitted to GSSN anytime there is a medical injury or issue during a trip.
- Serious injuries should be reported immediately using the GSSN emergency number. 775-750-0413

First-Aid Kit

The American Red Cross recommends the following be included in a first aid kit for a family of four. You will need to adjust the quantities in your kit dependent on the size of your group.

- | | |
|--|---|
| • 2 absorbent compress dressings (5 x 9 inches) | • 2 pair of nonlatex gloves (size: large) |
| • 25 adhesive bandages (assorted sizes), | • 2 hydrocortisone ointment packets (approximately 1 gram each) |
| • 1 adhesive cloth tape (10 yards x 1 inch) | • (1) 3 in. gauze roll (roller) bandage |
| • 5 antibiotic ointment packets (approximately 1 gram) | • 1 roller bandage (4 inches wide) |
| • 5 antiseptic wipe packets | • (5) 3 in. x 3 in. sterile gauze pads |
| • 2 packets of aspirin (81 mg each) | • 5 sterile gauze pads (4 x 4 inches) |
| • 1 emergency blanket | • Oral thermometer (non-mercury/nonglass) |
| • 1 breathing barrier (with one-way valve) | • 2 triangular bandages |
| • 1 instant cold compress | • Tweezers |
| | • Emergency First Aid instructions |

Medications

Parents or guardians of Girl Scouts who take prescription or over-the-counter medications (for example: allergy pills) should inform Trip Leaders in advance. Over-the-counter or prescription medications must be in the original container labeled with the Girl Scout's name. The first-aid certified volunteer should administer or monitor administration of the prescribed medication aligned to the dosage noted by parent on the prescription.

Girl Scouts must bring their own sunscreen and insect repellent from home, with their names clearly marked on the container. Sharing these items is not permitted, as some people have allergic reactions to certain types of sunscreen and insect repellent.

Emergency Preparation

A troop emergency contact person(s) must be available for the duration of the event or trip. The emergency contact person is an adult who is not attending the trip and is willing and able to communicate with families and the troop in case of an emergency. The family of each Girl Scout should have the name and phone number of the emergency contact person.

The emergency contact person should have the following information:

- Names and phone numbers of everyone attending
- Names and phone numbers of all drivers
- Name and phone number for each Girl Scout's emergency contact
- Name of, directions, and phone number for the site where you are going/staying (hotel, activity site, etc.)
- Location and phone number of nearest police station
- Detailed schedule of activities
- GSSN emergency number 775-750-0413

High Risk Activities

If the Safety Activity Checkpoints indicate that an activity requires “prior council approval,” then it requires a Certificate of Insurance (COI). If your trip includes a high risk activity, a detailed description must be included on the Trip & High Risk Activity Application.

Certificate of Insurance (COI)

COIs are the proof that businesses have insurance to cover accidents. When your troop is participating in a High Risk Activity, you are required to obtain a COI from the facility.

- *Note: You are not required to obtain a COI if you are visiting a GSSN property or government-owned and operated park/property, such as a state or national park.*
- In addition to high risk activities listed below, a COI is required for riding a chartered bus/bus tour, riding a chartered/private boat, or staying at any establishment (campground, hotel, etc.) with a body of water or pool on property.

High Risk Activities

GSSN requires a COI for the following activities listing Girl Scouts of the Sierra Nevada as an additional insured:

- | | |
|---|---|
| <ul style="list-style-type: none">• Air/BB Guns• Amusement Parks• Archery and 3D Archery• Ax/Hatchet Throwing• Backpacking• Challenge Courses• Climbing and Rappelling• Community Clean Up• Downhill Skiing and Snowboarding• Go-Karting• Horseback Riding• Knife Throwing• Indoor Skydiving• Muzzle Loading• Offshore Water/Large Passenger Vehicles• Packrafting | <ul style="list-style-type: none">• Pistol, Shotgun, Rifle Shooting• Recreational Tree Climbing• Sailing• Scuba Diving• Spelunking /Caving• Snorkeling*• Canoeing & Kayaking• Stand-Up Paddleboarding*• Surfing* <small>*not required for public beaches, but lifeguard must be on duty</small>• Swimming* <small>but lifeguard must be on duty</small>• Tethered Balloon Rides• Tubing• Waterskiing and Wakeboarding• Whitewater Rafting• Windsurfing• Zip Lining |
|---|---|

Prohibited Activities

The following activities are NEVER allowed for any girl:

- | | |
|---|--|
| <ul style="list-style-type: none">• Bungee jumping• Flying in private planes, helicopters, or blimps• Hang gliding• Hot air ballooning-untethered• Hunting• Motor biking• Parachuting | <ul style="list-style-type: none">• Parasailing• Riding all-terrain vehicles• Riding motorized personal watercraft (example: jet skis)• Skydiving• Stunt skiing• Outdoor trampolining• Zorbing |
|---|--|

Is Your Troop Ready for an Overnight Trip?

In order to ensure your planned trip is fun, safe and has a positive impact on girls, take time to consider how to prepare and whether Girl Scouts are ready for the type of trip you are considering. Remember, travel is a progression. Starting with more accessible outings helps Girl Scouts prepare to eventually participate in longer or more adventurous trips! Review the below indicators to determine if your Girl Scouts are specifically ready for an overnight trip.

Emotional Readiness

Troop Readiness Indicators

- Has slept away from home and does not express fear
- Parents/caregivers are prepared to let their Girl Scout go away overnight
- Express excitement to attend
- Is willing to sleep, eat, and play with all Girl Scouts, not just friends
- Can cope with unknowns, such as:
 - New places
 - Darkness
 - Woods and night noises
 - Spiders, bugs, worms
 - New foods
- Can manage with limited privacy
- Is flexible and can compromise with others
- Can function as a member of a group

Skills & Knowledge for Age Level

Troop Readiness Indicators

- Is able to follow directions consistently
- Can work together to plan and agree on simple activities
- Can read a recipe & help with cooking
- Able and willing to follow a kaper (chore) chart
- Can use kitchen implements
- Can participate in cleaning up
- Is able to make her own bed
- Can use a flashlight

Physical Readiness

Troop Readiness Indicators

- Has stamina, does not tire easily
- Strong enough to carry her own gear, bedroll/sleeping bag
- Has coordination for planned activities & kapers (hiking, sweeping, mopping, moving chairs & tables, etc.)

Proven Ability & Experience

Troop Readiness Indicators

- Has previously followed instructions satisfactorily
- Has previously been on day trips without difficulties

Six Steps to Planning a Troop Trip

Being girl-led is one way that Girl Scouting is unique from other youth organizations. Girl Scouts take the lead and are involved in all aspects of the planning, implementing, and evaluating their experiences. Adult volunteers play a crucial role in guiding Girl Scouts through their progression.

Step 1: Think Ahead

- Make sure you have volunteers with appropriate required training, certifications, and background checks.
- Review the Safety Activity Checkpoints to find out what activities are not permitted or require approval.
- Explore the Volunteer Toolkit in MyGS according to your Girl Scouts' interests.
- Thoroughly review this Trip Guide.
- Consider facilities, time of year, cost, and purpose of the trip. Don't forget to consider the Girl Scouts' skills, abilities, interests, and readiness.

Step 2: Get ideas from your Girl Scouts

- Share your research from Step 1.
- Involve them in the planning by asking them some questions. Where do they want to go? What do they want to do? What goals do they want to accomplish? (For older Girl Scouts, consider breaking the group into patrols to brainstorm ideas.)

Step 3: Agree on a plan

- Sift through ideas, decide on a trip, and design a plan with your Girl Scouts.
- Assign planning responsibilities (or parent helpers for younger Girl Scouts)- meals, activities, permission forms, and transportation
- Decide on a back-up plan in case of bad weather or other unforeseen circumstances.

Step 4: Inform parents/caregivers/ & GSSN

- Communicate with parents and other adult volunteers working with the troop. Enlist specific support such as drivers, grocery shoppers, etc.
- Distribute/share links to the GSSN Camp, Travel, & High Risk Activity Form to families of girls participating in the trip. Ensure that you have a form for each girl prior to the event.
- Submit the Trip & High Risk Activity Application to GSSN. Ensure you submit it 30-60 days prior to the trip.

Step 5: Implement & Discuss

- Gather your Girl Scouts, adult volunteers, and supplies.
- Discuss an overview of the trip plans.
- Ready, set, go have fun! Just in case have a plan b ready to implement.

Step 6: Evaluate during & after the trip

- During the trip: Review the experience as it's happening. Help Girl Scouts see the advantages of their pre-planning as the trip progresses. Ask them open-ended questions about what they see, how they feel, and what they like so far.
- After the trip: At the next troop meeting, continue to review by asking questions designed to make Girl Scouts think. What went well? What was your favorite part? Were there any surprises? What could we do better next time? Are we ready for a bigger trip? Do we want to try a different place next time?

Sample Planning Calendar

When preparing and planning for a trip, it will take several meetings with your Girl Scouts before they will be ready to leave for their adventure. Below is a sample calendar that will guide you through six planning meetings. It may or may not take six meetings to prepare them, so adjust planning as needed.

Meeting #1—Discuss the trip plan

- Introduce the idea of a troop trip
- Have Girl Scouts brainstorm where they would like to go and discuss location options
- Discuss what types of activities they could do on the trip
- Discuss costs and how they will pay for it

Trip Leader Activities*

- Consult Safety Activity Checkpoints for activity/similar activity
- Research location options
- If the troop decides on a location, make site reservations
- Begin communications with parents/caregivers regarding the upcoming trip
- Research possible unexpected costs—tolls, entrance fees, etc.
- Determine if a Certificate of Insurance is required.

Meeting #2—Discuss the menu

- Discuss meal options available: cooking, restaurants, packing, etc.
- Discuss what girls want to eat and make a meal plan. • Create a shopping list, considering allergies and dietary restrictions.
- If you plan to go to a restaurant, research and share options to share with girls.
- Are they experienced with cooking?
- Are there food allergies to consider?
- Brainstorm meal ideas and begin to create a menu and shopping list

Trip Leader Activities*

- Determine if GSSN training is required and ensure at least one adult volunteer attending the trip has completed training requirement(s).
- Review Health History forms for food allergies
- Begin to recruit adult support, volunteers to help with shopping for supplies (with your Girl Scouts!), drivers to get the troop to and from the destination, chaperones, etc.

Meeting #3—Discuss activities

- Begin to make a list of activities and supplies needed
- Discuss how supplies will be collected/purchased
- Begin to plan the schedule for the trip
- Learn a fun Girl Scout song or grace

Trip Leader Activities*

- Add to your shopping list and budget for any activities
- Confirm with parents/caregivers when shopping will take place

Meeting #4—Work on skills

- Discuss what skills will be needed for the trip, such as packing/unpacking their belongings
- Have Girl Scouts bring items on their supply list to the meeting, demonstrate proper packing, and then give them time to practice
- Discuss trip safety and the buddy system
- Practice simple first aid (if age appropriate) • Send permission forms home with the girls

Trip Leader Activities*

- Ensure that a certified First-Aid/CPR adult volunteer and first-aid kit are in place
- Ensure all of the shopping has been done, or have a plan in place for last-minute items such as perishable foods
- Begin to gather equipment needed

Meeting #5—Discuss expectations and behaviors

- Create behavior guidelines as a group and discuss the importance
- Begin to gather permission forms

Trip Leader Activities*

- Create poster board with guidelines the troop created
- Give the troop a list of what to pack and not pack

Meeting #6—Review trip details and collect paperwork

- Review the trip agenda with everyone
- Collect remaining permission forms
- Answer any questions the Girl Scouts or their families may have

Trip Leader Activities*

- Confirm that all adult volunteers/drivers are registered and background cleared by GSSN
- Ensure you have permission and Health History forms
- Ensure you have all supplies needed for the planned activities

*Seniors and Ambassadors can do many of these Trip Leader Activities

Reviewing Trip Safety with Girl Scouts

Prior to your trip, review a basic set of rules for the group to follow while traveling. Discuss the safety policies and consequences that could result if they are not followed. Use the chart below for some ideas to help you get started. Ask your Girl Scouts to give reasons why they think each of these rules is important. Example: “why should we always use the Buddy System?” “If someone gets hurt, there is always someone to go get help.” Girl Scouts can create additional rules for the troop to follow.

Rule	Reason
Girls always use the buddy system.	
Girls don't leave the group without permission.	
Everyone wears closed-toe shoes until bedtime.	
Always bring a first aid kit, checking if it's stocked before we leave.	
Troop practices emergency evacuation drills.	
Girls tell an adult immediately if they are hurt or sick.	

Trip Emergency Procedures

Complete the chart below for the upcoming trip. Review these procedures with your troop at the beginning of your trip.

What to do in case of...

Fire	
Storms	
Tornado	
Health/Accident Emergency	
Intruders	

Where is the nearest...

Phone	
Emergency Care Facility	
Hospital	

Extended Trips & International Travel

Extended trips (3 or more nights) and international travel are considered the ultimate travel experiences for Girl Scouts. Traveling internationally can be a wonderful opportunity for girls to gain cultural insight, an appreciation for differences and similarities, and a broader perspective. As Girl Scouts mature, many consider travel one of the most exciting aspects of their Girl Scouts Leadership Experience.

Because of the riskier nature of these big trips, there are additional considerations that you will need to account for when planning and preparing to leave. This page will give you a basic checklist of information to help you and your troop prepare for an extended trip or traveling out of the country. You can find all the detailed information you need in two resources.

- [Exploration, the Girl Scout Guide to Global Travel The Adult](#)
- [Guide to Girl Scout Global Travel](#)

International Travel Guidelines

- All travelers must be registered Girl Scouts (Cadettes, Seniors, Ambassadors and adults).
- A minimum of two registered and background cleared adult volunteers must travel with a troop/group of up to 20 Cadettes or 24 Seniors/Ambassadors.
- Activities done abroad should be done as a group. Girl Scouts cannot participate in any activity without the supervision of the traveling adult volunteers.
- Check U.S. State Department for [travel advisories](#).

Submit Trip & High Risk Activity Application

Submission deadlines:

- Trips 3+ nights within Council footprint—30 days prior to trip
- Trips 3+ nights outside Council & within U.S.—60 days prior to trip
- International trips—3 months prior to trip

Collect from Girl Scouts/Families

- Collect Signed GSSN Camp, Travel, & High-Risk Activity Form from each Girl Scout

Additional Tasks for International Travel

- Obtain passports (12 months before trip)
 - Make copies of passports for all travelers (youth and adults)
- Obtain Traveler's Insurance (4-6 weeks before trip)
- Register your trip with the U.S. Embassy or Consulate of the country you're visiting and check visa, vaccination, or other requirements (6-12 weeks before trip)
- Permission to Travel with Minors form (examples can be found online)
- Parental Permission to Travel in Mexico, if necessary (examples can be found online)

Provide all travelers with emergency contact information

Emergency Procedure Guidelines

Emergencies, Accidents & Incidents Procedures

While we hope all Girl Scouts events are emergency, accident and incident free, GSSN has procedures in place to ensure safety comes first and that steps are taken immediately if something does occur.

At any GSSN event, program or activity on or off GSSN property, in case of an emergency, dial 911.

At any GSSN activity, the responsible adult must have the names and phone numbers of parents/guardians of children in attendance, a charged phone, and the GSSN emergency number: 775-322-0642.

In line with recommendations from GSUSA, GSSN has developed a plan to respond to emergencies, accidents, and incidents. These can include any number of situations for which you must be prepared as the adult in charge.

As a reminder, adults should not be alone with the Girl Scouts. GSSN requires two adults to always be present and that includes setting up activities and driving in vehicles.

In case of a verbal or physical threat to you or the Girl Scouts, or a sense of forthcoming danger: Dial 911.

Things to consider prior to event or activity:

Make sure you have a charged phone, the emergency number for GSSN (775-322-0642), a whistle or small air horn, knowledge and awareness of all exits and escape paths.

Make sure all adults and girls know where the exits are.

With the other adults, create a pre-determined and established emergency plan that includes role assignments, (who stays with girls, who calls police, council, parents, etc.) meet up place for the entire group, established buddy assignments for girls, and code word that the girls can remember... “Trefoil” or something girls will remember.

In Case of a Serious Accident, Emergency or Fatality: Person in Charge at The Scene —Dial 911

- Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate.
- Remove all children from the scene of the emergency and distract them.
- In the event of a fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of victim(s) or surroundings is permitted until police have assumed authority.
- Any emergency or accident must be reported to the Council IMMEDIATELY. Call 775-322-0642. An “on-call” Council representative will answer your call. Leave a message if no one answers, and someone will call back immediately. Please speak clearly and leave a message with your name and phone number.
- The Council representative will make the determination for next steps. But always dial 911 first if there is immediate danger.
- Refrain from making any verbal or written statements to any media outlet which could be interpreted either as an assumption or rejection of responsibility for the accident. Say “Thank you for sharing your concern. I don’t have all of the facts, and I am not in a position to answer any questions. Please call the council at 775-322-0642
- Prepare written incident report of occurrence and participate in additional follow-up as needed.
- Appoint a record keeper to provide written documentation of the emergency.

Submit an Accident/Incident Report within 24 hours using this link:

https://gssn.formstack.com/forms/accident_incident_report