

girl scouts   
of michigan  
shore to shore

# 2023 - 2024 Activity & Trip Planning Guide



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# Activity/Trip Approval Chart

Trip	Forms to be Completed	Training Requirements
<b>Impromptu activity or trip during troop meeting</b> (on-site only)	<ul style="list-style-type: none"> <li>No forms required</li> <li>Leave note on door for parents telling them where you are, when you will return, and how to find you</li> </ul>	<ul style="list-style-type: none"> <li>Troop Management Training</li> </ul>
<b>Day Trip</b> Lasting no longer than 8 hours, including travel time	<ul style="list-style-type: none"> <li><i>Annual Permission Form</i> or <i>Girl Permission Form</i></li> <li><i>Girl/Adult Health History Form</i></li> <li><i>Troop Trip Treatment Permission Form</i></li> <li>Additional Insurance: Plan 2 needed for any non-members attending</li> </ul>	<ul style="list-style-type: none"> <li>Troop Management Training</li> <li>It is best practice to have at least one adult volunteer who is certified in First Aid/CPR accompany the troop any time they leave their regular troop meeting place.</li> </ul>
<b>Day Trip</b> Lasting more than 8 hours, including travel time	<ul style="list-style-type: none"> <li><i>Activity/Trip Application Form</i></li> <li><i>Girl Permission Form</i></li> <li><i>Girl/Adult Health History Form</i></li> <li><i>Troop Trip Treatment Permission Form</i></li> <li>Additional Insurance: Plan 2 needed for any non-members attending</li> </ul>	<ul style="list-style-type: none"> <li>Troop Management Training</li> <li>It is best practice to have at least one adult volunteer who is certified in First Aid/CPR accompany the troop any time they leave their regular meeting place.</li> </ul>
<b>High Adventure/High Risk Activities</b> Any activity in <i>Safety Activity Checkpoints</i> requiring GSMISTS approval	<ul style="list-style-type: none"> <li><i>Activity/Trip Application Form</i></li> <li><i>Girl Permission Form</i></li> <li><i>Girl/Adult Health History Form</i></li> <li><i>Troop Trip Treatment Permission Form</i></li> </ul>	<ul style="list-style-type: none"> <li>Troop Management Training</li> <li>First Aid/CPR Certified Adult</li> <li>Certified adults in activities participating in – such as lifeguard, if applicable</li> </ul>
<b>Indoor Overnight Trip</b> Two (2) or fewer nights. Troop will be sleeping in an enclosed structure or cabin(s) with access to flush toilets. Troop will be cooking in a kitchen or meals will be provided. A campfire will not be built. This includes hotels, motels, lodges, Airbnb, etc.	<ul style="list-style-type: none"> <li><i>Activity/Trip Application Form</i></li> <li><i>Girl Permission Form</i></li> <li><i>Girl/Adult Health History Form</i></li> <li><i>Troop Trip Treatment Permission Form</i></li> </ul>	<ul style="list-style-type: none"> <li>Troop Management Training</li> <li>First Aid/CPR Certified Adult</li> <li>Certified adults in activities participating in – such as lifeguard, if applicable</li> </ul>
<b>Backyard Camping Trip</b> Two (2) or fewer nights. Located at a volunteer's house or private property. Troop will be using the home's bathroom and will be cooking in a kitchen or meals will be provided. A campfire will not be built.	<ul style="list-style-type: none"> <li><i>Activity/Trip Application Form</i></li> <li><i>Permission to Meet in the Home Application and Approval Form</i></li> <li><i>Parent Permission Form for Girl to Attend Meetings/Activities in the Home</i></li> <li><i>Girl/Adult Health History Form</i></li> <li><i>Troop Trip Treatment Permission Form</i></li> </ul>	<ul style="list-style-type: none"> <li>Troop Management Training</li> <li>Troop Camp Preparation (TCP) Home Study</li> <li>First Aid/CPR Certified Adult</li> <li>Certified adults in activities participating in – such as lifeguard, if applicable</li> </ul>
<b>Outdoor Camping Trip</b> Two (2) or fewer nights. Troop will be sleeping in tents or cabins at an established camp or campground with safe, running water. They will have access to flush or pit	<ul style="list-style-type: none"> <li><i>Activity/Trip Application Form</i></li> <li><i>Girl Permission Form</i></li> <li><i>Girl/Adult Health History Form</i></li> <li><i>Troop Trip Treatment Permission Form</i></li> </ul>	<ul style="list-style-type: none"> <li>Troop Management Training</li> <li>Troop Camp Preparation (TCP) Home Study</li> <li>Troop Camping Skills</li> <li>First Aid/CPR Certified Adult</li> <li>Certified adults in activities participating in – such as lifeguard, if applicable</li> </ul>

<p>toilets. Troop will be cooking outdoors and building a campfire.</p>	<p>If at a volunteer's home:</p> <ul style="list-style-type: none"> <li>• <i>Permission to Meet in the Home Application and Approval Form</i></li> <li>• <i>Parent Permission Form for Girl to Attend Meetings/Activities in the Home</i></li> </ul>	
<p><b>Participating as a User Group at an Established Camp</b> (like Camp Henry, a YMCA Camp, etc.)</p> <p>Day event or two (2) or fewer nights. All activities and meals are provided by the staff of the established camp. Established camp is providing the instructors, with certifications as listed in <i>Safety Activity Checkpoints</i>, for activities.</p>	<ul style="list-style-type: none"> <li>• <i>Activity/Trip Application Form</i></li> <li>• <i>Girl Permission Form</i></li> <li>• <i>Girl/Adult Health History Form</i></li> <li>• <i>Troop Trip Treatment Permission Form</i></li> </ul>	<ul style="list-style-type: none"> <li>• Troop Management Training</li> <li>• First Aid/CPR Certified Adult (if not provided by established camp)</li> </ul>
<p><b>Extended trip of three (3) or more nights</b></p>	<ul style="list-style-type: none"> <li>• <i>Activity/Trip Application Form</i></li> <li>• <i>Girl Permission Form</i></li> <li>• <i>Girl/Adult Health History</i></li> <li>• <i>Health Examination Record</i> (needed for 4 or more nights)</li> <li>• <i>Troop Trip Treatment Permission Form</i></li> <li>• Additional Insurance: Plan 2, Plan 3E, or 3P</li> </ul>	<ul style="list-style-type: none"> <li>• Troop Management Training</li> <li>• First Aid/CPR Certified Adult</li> <li>• Outdoor training specific to facility type</li> <li>• Certified adults in activities participating in – such as lifeguard, if applicable</li> </ul>
<p><b>International Travel</b></p>	<ul style="list-style-type: none"> <li>• <i>Activity/Trip Application Form</i></li> <li>• <i>Girl Permission Form</i></li> <li>• <i>Girl/Adult Health History and Health Examination Record</i></li> <li>• <i>Troop Trip Treatment Permission Form</i></li> <li>• <i>Intent to Travel Form</i></li> <li>• <i>Authorization for Medical Treatment</i> (adult &amp; girl)</li> <li>• <i>Permission for Minors to Travel</i></li> <li>• Additional Insurance Plan: 3PI</li> </ul>	<ul style="list-style-type: none"> <li>• Troop Management Training</li> <li>• First Aid/CPR Certified Adult</li> <li>• Certified adults in activities participating in – such as lifeguard, if applicable</li> <li>• Global Travel Toolkit (supplemental)</li> </ul>
<p><b>Multi-Troop/Service Unit</b></p>	<ul style="list-style-type: none"> <li>• <i>Activity/Trip Application Form</i> – needed if participating in high adventure/high risk activities (any activity in <i>Safety Activity Checkpoints</i> that requires GSMISTS approval), day trips lasting 8 hours or longer (including travel time), or overnights.</li> <li>• <i>Girl Permission Form</i></li> <li>• <i>Girl/Adult Health History Form</i></li> <li>• <i>Troop Trip Treatment Permission Form</i></li> </ul>	<ul style="list-style-type: none"> <li>• Troop Management Training</li> <li>• First Aid/CPR Certified Adult, additional first aid/CPR certified adults may be needed based on attendance at event</li> <li>• Training requirements based on activities that are taking place</li> </ul>

# Activity/Trip Application Approval Timeline

GSMISTS approval must be obtained for the following activities and trips within the stated timeline:

Type of Trip	Timeline
Day Trip (lasting more than 8 hours, including travel time)	4 weeks prior to trip*
High Adventure/High Risk Activity – any activity in <a href="#">Safety Activity Checkpoints</a> requiring GSMISTS approval	4 weeks prior to activity*
Indoor Overnight Trip	4 weeks prior to trip*
Backyard Camping Trip	4 weeks prior to trip*
Outdoor Camping Trip	4 weeks prior to trip*
Participating as a User Group at an Established Camp (like Camp Henry, a YMCA Camp, etc.)	4 weeks prior to trip*
Multi-Troop/Service Unit	4 weeks prior to activity*
Extended trip of three (3) or more nights	6 weeks prior to trip*
International Travel	1 year prior to trip*

**\*GSMISTS reserves the right not to approve activities/trips that do not follow the above timeline.**

To obtain approval for activities/trips complete the [Activity/Trip Application Form](#).

GSMISTS will review your [Activity/Trip Application Form](#). You will receive an e-mail with one of three outcomes:

1. **Activity/Trip is approved** – No further action is required.
2. **Activity/Trip is tentatively approved** – The e-mail will describe additional information that is needed for the activity/trip to be approved.
3. **Activity/Trip is not approved** – The e-mail will describe the reason(s) why your activity/trip is not approved.

After you receive approval, you may proceed in planning your activity/trip.

There may be changes to your activity/trip between the time you submitted the [Activity/Trip Application Form](#) for approval and the actual activity/trip. Please e-mail any updates to [customercare@gsmists.org](mailto:customercare@gsmists.org). Please include the Troop Number and Troop Leader's Name in the e-mail.

Examples of information that may need updated:

- Location
- Times/Dates
- Additional adult/girl attendees. Please note this may change the status of the [Activity/Trip Application Form](#) depending on the membership status of the additional adults and girls.



# Trip Progression

Girls love trips and Girl Scouts is a great place for them to learn how to plan and take exciting trips. Travel is built on a progression of activities – that is, one activity leads to the next. As girls grow in their travel skills and experience, they can better manage the planning process and progress to longer trips.

- **Short trips to local points of interest (Daisies and older):** A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies.
- **Overnight Camping (Daisies and older):** A Daisy troop may participate in an occasional overnight camping experience. Daisies who have completed kindergarten may independently participate at day camp and in resident camp experiences lasting up to three nights. Daisies who have completed first grade may independently participate in resident camp experiences lasting four or more nights. Travel camping is not recommended for Daisies and Brownies.
- **Day trip (Brownies and older):** An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal)—younger girls can select locations and do much of the trip-planning, while never being too far from home.
- **Overnight trips (Brownies and older):** One (or possibly two) nights away to a state or national park, historic city, or nearby city for sightseeing, staying in a hotel, motel, or campground. These short trips are just long enough to get girls excited about traveling, but not long enough to generate homesickness.
- **Regional trips (Juniors and older):** Three or four nights camping or a stay in a hotel, motel, or hostel within the girls' home region (for example, New England, the Upper Midwest, the Southeast, the Pacific Northwest, and so on).
- **National trips (Cadettes and older):** Travel anywhere in the country, often lasting a week or more. Review [Girl Scouts Guide to U.S. Travel](#) for helpful tips and information on planning longer trips.
- **International trips (Cadettes and older):** Travel around the world, often requiring one or two years of preparation. International trips are available to Girl Scout Cadettes, Seniors, and Ambassadors who have successfully participated in a progression of overnight trips with Girl Scouting. When girls show an interest in traveling abroad, contact GSMISTS to get approval to plan the trip and download the [Global Travel Toolkit](#). Adult volunteers should ensure that girls are mature enough to participate in the trip. Factors to consider are adaptability, good decision-making, previous cross-cultural experience, group dynamics, team capability, language skills (where applicable), and specific skills and interests related to the trip. Visiting one of the [five World Centers](#) is a great place to start.



# 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.



### Independent Travel

Cadette, Senior, and Ambassador girls with travel experience can travel nationally or internationally through council-offered travel opportunities or GSUSA's Destinations program. Check with your council, or visit the Girl Scout Destinations website!

### 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.)

### National Trips

Travel the country! Trips often last a week or more. Girls should think beyond a typical 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 Take Action project. (Extended trip insurance required.)

### Regional Trips

Spend three to four nights away somewhere a few hours from home.

**Keep it girl-led:** girls plan key details of the trip, such as the activities, the budget, the route, and lodging. (Extended trip insurance required.)

### 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 the activity and meals, create travel games, and pack their own overnight bags.

### Day Trips

Take an all-day trip!

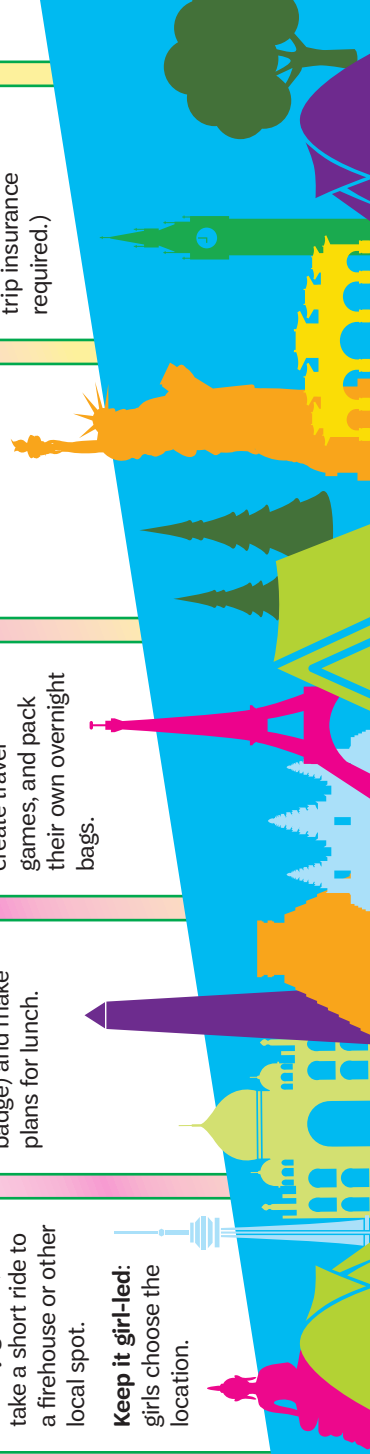
**Keep it girl-led:** girls choose the location and activity (perhaps working toward a badge) and make plans for lunch.

### 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.

Check with your council about age requirements. Girls should have experience at every level of the progression before moving on to the next level. For regional travel, girls must be Juniors or older.  
For national and international trips, girls must be Cadettes or older.



# When moving up to each level of the progression, consider girls' independence, flexibility, decision making, group skills, and cross cultural skills.

# Girl Led Trip Planning

Girls of all ages have ideas of places they want to go. Through the progression of experience and skills they can research, plan, budget, earn money, and put together an itinerary for the trip.

Start a discussion with girls using these questions:

- What is something that is interesting to all of us?
- Where could we go?
- When?
- How will we get there?
- How much will it cost?
- How should we get ready?
- What will we do along the way?

The *girls* should plan the trip, not the adults. Even Girl Scout Daisies can brainstorm a list of ideas. Girl Scout Juniors can find out admission fees and hours of operation. Girl Scout Seniors can make airline reservations. Let the girls take on the leadership roles in planning and carrying out their trip.

## Trip Planning Guidelines

Taking trips is one of the many ways troops can Discover, Connect, and Take Action. Traveling with your troops is a progressive experience. Your experiences may begin with a hike outside your troop meeting place and then progressing to overnight camping, a visit to a city in another state, and ultimately a long excursion to one of the five World Association of Girl Guides and Girl Scouts World Centers (India, Mexico, United Kingdom, Switzerland, or Africa). When planning a trip, it is important to keep the following points in mind:

- The trip should meet the needs and interests of the girls and be appropriate for their grade level. A Girl Scout Daisy troop might visit a local farm or take a behind the scenes tour of a local restaurant. A Girl Scout Cadette troop might plan a weekend trip to a different city.
- GSMISTS [Volunteer Policies & Procedures](#), [Volunteer Essentials](#), and [Safety Activity Checkpoints](#) all must be reviewed. Be sure you know all of the policies and procedures before venturing out.
- All adults accompanying troop/group meetings or activities on a regular basis or attending any overnight activity or who at any time assume care, custody, or control of girl members and/or Girl Scout money must be both a registered adult member of GSUSA and a volunteer for GSMISTS. This includes trip chaperones and drivers.

If there is an activity where it is a family event, then additional activity insurance must be purchased. See pages 14-15 for more information on activity insurance. Additional activity insurance cannot be purchased for adults attending overnight experiences. All adults who attend an overnight must both be a registered adult member of GSUSA and a volunteer with GSMISTS.

Service Units follow the same activity/trip requirements as if a troop was planning the activity/trip. One [Activity/Trip Application Form](#) needs to be completed and submitted by the activity/trip coordinator. Individual troops participating do not need to turn in the [Activity/Trip Application Form](#).



## Approved Adults

Troops must maintain proper volunteer to girl ratios during all Girl Scout activities. Please refer to [Safety Activity Checkpoints](#) for volunteer to girl ratio information. Troops use the Outings, Activities, Travel and Camping ratios when planning field trips, overnights, and travel. Adult volunteers accompanying a troop should be chosen for their patience, flexibility and good judgment. They need to understand their responsibilities during the activity/trip. Any adult participating in a field trip, overnight, or trip including drivers and other parents must be registered members and approved volunteers. This means that the following conditions are met:

- Has completed adult member registration with GSUSA
- Has completed a Criminal Background Check with GSMISTS

An adult volunteer with First Aid/CPR certification is required for all activities that involve risk. Please refer to [Safety Activity Checkpoints](#) for detailed information.

## Safety

The most important factor in having a safe and successful outing is good planning. Let girls do as much of the planning as possible. When girls have been included in planning, they will take the responsibility for enforcing safety procedures. The leader needs to guide the group to ensure that the plans are appropriate to the girls' experience and skill level. Part of the planning process is to learn and practice the basic skills that girls will need to carry out the trip.

Before planning any trip, the troop leader is responsible for reviewing the following resources:

GSMISTS [Volunteer Policies & Procedures](#) – This document contains important policies and procedures specific to GSMISTS. All volunteers must review the information.

[Safety Activity Checkpoints](#) – These provide specific instructions for staying safe while participating in various activities. They are activity specific and should be reviewed before engaging in activities with girls. Read [Safety Activity Checkpoints](#) to determine when an adult volunteer with First Aid/CPR certification is required.

[Volunteer Essentials](#) – Think of Volunteer Essentials as your encyclopedia to Girl Scout volunteering. It includes basic policy and procedure information, health and safety guidelines, and information about Girl Scout basics, volunteer tips, Girl Scout activity resources and traditions, and ideas for ways to engage girls.

To ensure the safety of sleeping areas, use the following guidelines.

- Overnights can only take place on private property or in homes if a [Permission to Meet in the Home Application and Approval Form](#) has been completed and approved by GSMISTS.
- Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
- Adults and girls never share a bed.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, hotel room, or designated area) with the girls. However, if an adult female does share the sleeping area, there should always be two unrelated adult females present.
- If males are participating, a separate sleeping area and bathroom facilities must be provided for them.

# Coronavirus Safety in Girl Scouts

The health and safety of girls are always the highest priority in Girl Scouts. Returning to in-person activities, especially after a long time of shelter in place for most communities, is a long-awaited development that everyone in Girl Scouts will need to continue to manage carefully. Recognize that COVID-19 health and safety guidance will continue to adjust as the coronavirus transmission risk changes over time.

Girl Scouts has provided COVID-19 guidance specific to the topics that touch our lives in Girl Scouts such as troop meetings, activities, and day trips. GSMISTS COVID-19 guidance is the first place to go for health and safety practices in Girl Scouting. You can access GSMISTS guidance [here](#).

Remember, always make sure that your planned activity is also in compliance with the federal and state governmental health authorities where the activity will take place. This means the Center for Disease Control (CDC) and your State Department of Health (DOH) as well as local or county health directives. For example, if your county or region has a governmental directive that requires no large in-person gatherings, then that rule must be complied with. Girl Scouts are always obligated to comply with our governmental health authorities.

On the other hand, for a variety of reasons, there may be situations where GSMISTS guidance is more strict than state or local guidance. If that is the case, either choose the rules that are most strict or contact your council for clarification.

Recognize that state and local rules concerning coronavirus safety can *vary* from place to place. Safety regulations will also *change* as the transmission risk changes. Be sure to stay current on what is required in your region but also consider that girls in your troop may reside in a different area with a different set of safety parameters to abide by. A good way to ensure you are following the proper governmental guidance is to follow the practices as established in local public schools.

Some basic safety standards that have been issued by the [Center of Disease Control \(CDC\)](#) for integrating back into in person gatherings are:

- Wear a mask (and make sure that girls wear a mask.)
- Practice good hygiene by washing or disinfecting hands frequently.
- Remind girls and adults about social distancing when in public and with each other.
- Focus on scheduling activities outdoors instead of indoors whenever possible.
- Pre-screen for no symptoms, fever or sustained contact with a COVID-19 positive person
- Request that a girl or adult who is exhibiting symptoms of being sick not participate and return when she is no longer sick.
- Remember: If a girl or adult knows that they have been in close and sustained contact with someone who has tested positive for coronavirus, make sure that they comply with the appropriate quarantine period pursuant to the CDC before attending Girl Scout meetings or activities.

The CDC provides regular updates on their website which can be accessed here:

[Coronavirus Disease 2019 \(COVID-19\) | CDC](#)

Some excellent guidance for mask wearing and the effectiveness of double masking can be accessed here:

[Use Masks to Help Slow Spread | CDC](#)

[Improve How Your Mask Protects You | CDC](#)

### **Reporting and Communicating a Positive COVID-19 Test**

In the event of a COVID-19 positive test result, do not contact the parents or troop members. Promptly contact GSMISTS Manager of HR & Governance, [hr@gsmists.org](mailto:hr@gsmists.org), in this situation. After receiving guidance, the troop leader will be responsible for:

- Confirming and tracing the positive tester
- Contacting via e-mail the parents of anyone who may have been exposed (or other volunteers)
- Notifying a facility or homeowner where a troop has met

Let other volunteers know that the troop leader will notify parents and others about a positive test result and that the tester's identity is confidential. Remember that girl and volunteer health information is private and strictly confidential and should only be shared on a need-to-know basis with a council staff member.

## **Airbnb, VRBO, and HomeAway**

These are permitted however because these are privately owned properties, it can be difficult to qualify safety and credibility. For these reasons, additional steps for Airbnb, VRBO, and Homeaway are required. Confirm the following ahead of time:

- The rental is for exclusive use of the home. No other renters will have access to the home during the rental period.
- The space has smoke alarms, carbon monoxide detectors, and fire extinguishers (these are noted as amenities on booking sites).
- The home and host have substantial, positive visitor reviews. Do not book places with negative, few, or no reviews. Look for Superhost status on Airbnb.
- The liability insurance from the host covers premises for commercial use, with a minimum of one million dollars General Liability insurance.
- Check the host's profile or identity verification. You may be asked to do the same, as a renter.
- The local host or manager contact info is available for immediate needs. Share this information with an in-town contact (a person not on the trip).

Check state laws to see if Airbnb, VRBO and Homeaway are mandated to meet hotel laws and standards so that you know there is an extra layer of protection.

## **High Adventure/High Risk Activities**

High adventure/high risk activities require approval from GSMISTS before participation. Please refer to the Activities at a Glance section of [Safety Activity Checkpoints](#) to see which activities require GSMISTS approval. You can also find a list of activities in [Safety Activity Checkpoints](#) that are not approved for a Girl Scout activity.

## **Emergency Contact Person**

Designate an emergency contact person who will remain home during the duration of the activity/trip.

- Leave a list of names, phone numbers, emergency contacts, and other vital information of all people participating so that they can contact you or the girls' families in an emergency.
- Provide the designated emergency contact person with a complete activity/trip itinerary including contact numbers for hotels, campgrounds, and attractions you plan to visit.
- Leave your route of travel with the emergency contact person along with basic vehicle information.

# Parent Permission

Parent permission is required for all activities/trips outside of the normal troop meeting.

## 1. [Annual Permission and Health History Form](#)

This form is used for activities/trips that fall into the three categories listed below:

- Located within GSMISTS council jurisdiction
- Not exceeding 8 hours (including travel time)
- Not considered high risk/high adventures activities as outlined in [Safety Activity Checkpoints](#) and GSMISTS Activity and Trip Planning Guide (any activity requiring GSMISTS approval).

## 2. [Girl Permission Form](#)

This form must be used for activities/trips that fall into the three categories listed below:

- Located outside of GSMISTS council jurisdiction
- Exceeds 8 hours (including travel time), this includes all overnight activities
- High adventure/high risk activities as outlined in [Safety Activity Checkpoints](#) and GSMISTS *Activity and Trip Planning Guide* (any activity that requires GSMISTS approval).

# Health History and Health Examination Record

Troop leaders need to collect a complete, accurate, signed [Girl/Adult Health History Form](#) from each girl in the troop annually. Adults in the troop should also complete the form. Troop leaders should have this form with them during all meetings, trips, and activities. The following are best practices in regard to Health History Forms:

- Discuss with families who will have access to the [Girl/Adult Health History Form](#) and under what circumstances they will have access. For example, a driver on a trip may need to refer to a girl's [Girl/Adult Health History Form](#) in an emergency.
- While on a trip the [Girl/Adult Health History Form](#) for each girl travels in the same vehicle as the girl (in case of an emergency).
- At the end of the Girl Scout year, the [Girl/Adult Health History Form](#) should be returned to the girl or shredded.
- Obtain a completed and signed [Troop Trip Treatment Permission Form](#) if you need to administer medication to a girl.

A record of a health examination by a licensed physician, a nurse practitioner, a physician's assistant, or a registered nurse within the preceding 24 months is required for [girls](#) and [adults](#) for trips of more than four nights. The following are best practices in regard to *Health Examination Records*:

- Discuss with families who will have access to the *Health Examination Record* and under what circumstances they will have access. For example, a driver on a trip may need to refer to a girl's *Health Examination Record* in an emergency.
- While on a trip the *Health Examination Record* for each girl/adult travels in the same vehicle as the girl (in case of an emergency).
- At the end of the trip, the *Health Examination Record* should be returned to the girl/adult or shredded.
- Obtain a completed and signed [Troop Trip Treatment Permission Form](#) if you need to administer medication to a girl.



## Sensitive Topics

Girl Scouts welcomes and serves girls and families from a wide spectrum of faiths and cultures. When girls wish to participate in discussions or activities that could be considered sensitive—even for some—put the topic on hold until you have spoken with parents and/or received guidance from GSMISTS.

When Girl Scout activities involve sensitive topics, your role is that of a caring adult volunteer who can help girls acquire skills and knowledge in a supportive atmosphere, not someone who advocates a particular position.

GSUSA does not take a position or develop materials on issues relating to human sexuality, birth control, or abortion. We feel our role is to help girls develop self-confidence and good decision-making skills that will help them make wise choices in all areas of their lives. We believe parents and caregivers, along with schools and faith communities, are the primary sources of information on these topics.

All media inquiries are to be handled by GSMISTS, particularly about Sensitive Issues. Refer requests to GSMISTS Manager of Marketing & Communications or Chief Executive Officer.

GSMISTS has a [\*Sensitive Issues Permission Form\*](#) that needs to be used to receive written parental permission for any locally planned program offering that could be considered sensitive.

Parents/guardians make all decisions regarding their girl's participation in Girl Scout program that may be of a sensitive nature. As a volunteer leader, you must receive written parental permission for any locally planned program offering that could be considered sensitive. Included on the permission form should be the topic of the activity, any specific content that might create controversy, and any action steps the girls will take when the activity is complete. Be sure to have a form for each girl and keep the forms on hand in case a problem arises. For activities not sponsored by Girl Scouts, find out in advance (from organizers or other volunteers who may be familiar with content) what will be presented, and follow GSMISTS procedures for obtaining written permission.

# Accident/Incident Reporting

If an emergency occurs during a Girl Scout troop meeting, activity, etc., Girl Scout volunteers must follow the GSMISTS Emergency Procedures. These procedures ensure safety is the number one concern in any emergency and volunteers are guided to seek help, and report the incident, efficiently and effectively.

## GSMISTS Emergency Procedures

1. Provide all possible care for the injured person.
  2. Call for help: 9-1-1 (Police, Fire, EMS)
  3. Move non-injured people away from the scene.
  4. In the event of a motor vehicle accident, serious accident, or fatality – always notify the police. Unless victim is in immediate danger, do not allow the disturbance of the victim or surroundings until first responders arrive.
  5. Call emergency contact(s) of injured
  6. Speak only to police or other first responders
  7. Report emergency to GSMISTS
    - Business Hours Emergency Phone: 844-476-4787
    - After Hours Emergency Phone: 616-204-1456
- GSMISTS will provide you additional support on how to handle the emergency.
8. Complete a GSMISTS Accident/Incident Report Form and e-mail the completed form to [customercare@gsmists.org](mailto:customercare@gsmists.org).
  9. Volunteers should not make statements of any kind to the media. Refer requests to GSMISTS Manager of Marketing & Communications or Chief Executive Officer. Volunteers must also refrain from posting and/or sharing pictures or comments on social media related to the emergency.
  10. Do not discuss the incident with media/witnesses, release names, place blame, or accept liability.
  11. If an automobile accident, share insurance information with the other party, do not sign any accident report, except for the police report.
  12. Keep a record of the order of events, treatments, calls, etc.

# Activity Insurance

Any person participating in any Girl Scout activity or trip must be a registered member of GSMISTS or covered by appropriate Girl Scout activity insurance.

A portion of the individual annual Girl Scout registration fee pays for Plan 1 Basic coverage (supplementary activity insurance) for Girl Scout members only. This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity or trip lasting two nights or less, after the individual's primary insurance pays out. This is one reason why all adults and girls should be registered members of Girl Scouts. Non-registered parents, tagalongs (brothers, sisters, friends), and other persons are not covered by Plan 1 Basic coverage.

An approved, supervised Girl Scout activity is an activity carried out by girls who are registered members of the Girl Scout Movement under the overall supervision of volunteers, in keeping with GSMISTS [Volunteer Policies & Procedures](#), [Volunteer Essentials](#), and [Safety Activity Checkpoints](#).

Additional insurance coverage must be purchased for any approved, supervised Girl Scout activity that:

- involves non-Girl Scouts (Plan 2)
- includes trips lasting three nights or more (Plan 2, Plan 3E, or 3P)
- travel outside the United States (Plan 3PI)

To purchase additional insurance, submit the [Activity Insurance Purchase Form](#) to GSMISTS at least 4 weeks before insurance is needed.

## Activity Insurance Plans and Descriptions

- Plan 1 Basic  
Every registered Girl Scout and registered adult member in the Girl Scout Movement is automatically covered under the Plan 1 Basic upon Girl Scout registration.
  - Provides basic accident protection for every registered Girl Scout and registered adult member for any approved, supervised activity of the Girl Scouts, except activities lasting more than two consecutive nights.
  - Coordinates with any family health plan. Acts as a supplement to an individual's personal insurance.
  - All claims are subject to review by Mutual of Omaha.
- Plan 2 Accident Insurance for Activities or Events excluded under the Plan 1  
\$0.11 per participant, per calendar day; \$5.00 minimum enrollment fee
  - Provides basic accident protection for every registered Girl Scout and registered adult member for any approved, supervised activity of the Girl Scouts, *including* activities lasting more than two consecutive nights.
  - Plan 2 coverage is identical to Plan 1 except that Plan 2 must be purchased through GSMISTS and is required for participating non-members.
  - Coordinates with any family health plan. Acts as a supplement to an individual's personal insurance.
  - All claims are subject to review by Mutual of Omaha.
- Plan 3E Accident and Sickness Insurance for Activities or Events excluded under Plan 1  
\$0.29 per participant, per calendar day; \$5.00 minimum enrollment
  - Plan 3E covers accident and sickness benefits when illness/symptoms occur while coverage is in place.
  - Plan 3E benefits are subject to the Non-Duplication Provision

- Coordinates with any family health plan. Acts as a supplement to an individual's personal insurance.
- All claims are subject to review by Mutual of Omaha.
- Plan 3P Accident and Sickness Insurance for Activities or Events excluded under Plan 1 \$0.70 per participant, per calendar day; \$5.00 minimum enrollment
  - Plan 3P covers accident and sickness benefits when illness/symptoms occur while coverage is in place.
  - Plan 3P benefits are not subject to the Non-Duplication Provision.
  - Primary coverage. Does not coordinate with any family health plans.
  - All claims are subject to review by Mutual of Omaha.
- Plan 3PI Accident and Sickness Insurance for International Trips \$1.17 per participant, per calendar day; \$5.00 minimum enrollment
  - Provided by AXA Assistance-USA and Mutual of Omaha.
  - Covers accidents and illnesses during an international trip.
  - Complete roster of participants including age must be completed and submitted with application.
  - All claims are subject to review by Mutual of Omaha.

## Insurance Terms

- Age and Skill Appropriate Activities: In order to qualify as a participant, a person must meet the age and skill level of the activity. If a [Safety Activity Checkpoint](#) says that an activity is only appropriate for Juniors and up, then all participants must be grade 4 and up. A few examples:
  - A Cadette troop plans a field trip. If one of the girls has a sibling who is a registered Brownie, the sibling is considered a Tagalong since this is a Cadette activity. The Brownie cannot attend the activity.
  - A Cadette volunteers to work with a Brownie troop while completing her Leader in Action award. This is approved activity since the Cadette is working on her Leader in Action award.
- Participants: This includes adults, minors, members and non-members who participate in an activity. For example, at a recruitment event, it would include current members, the volunteers and any staff that will be attending and managing the activities designed especially for the potential enrollees, their parents, the children placed in a Supplemental Supervised Unit, and the supervisor(s) of that unit. As always, it would not include *"Tagalongs"*.
- Supplemental Supervised Unit: This may be called by many names. Some common ones include "boys' unit," and "pixie unit". It is the children who would be *"Tagalongs,"* except for the fact that they are kept under the continuous supervision of an adult while a Girl Scouting activity takes place for members. The reason they are insurable is that they are continuously supervised. In resident camping there may be a counselor assigned specifically to supervise the children of staff who are not campers. In the group setting, it may be siblings who are kept together away from the Girl Scout programming and supervised by an adult, member or non-member, or a properly trained and adult supervised older Girl Scout.
- Tagalongs: Tagalongs are siblings and friends, both boys and girls, who come with parents or guardians to a Girl Scout event. If they are not in a Supplemental Supervised Unit – they are not insurable and should not be attending and/or participating in Girl Scout activities.

# Car Rental and Bus Service Agreement

It may be necessary for a troop to rent a car for activities and trips. Since the majority of car rentals are reserved online, volunteers may sign car rental agreements after the [Activity/Trip Application Form](#) has been approved. A copy of this paperwork must be turned into GSMISTS prior to trip.

Keep the following in mind when renting cars:

- GSMISTS troops are not allowed to rent or use 15-passenger vans.
- Troops are able to rent 12-passenger vans only if the drivers have proven experience using these vehicles.

The following types of insurance for the car rental will need to be purchased through the car rental company:

- *Loss Damage Waiver*
- *Additional/Supplement Liability*

Please note these names can vary by car rental company. Talk with GSMISTS if you need clarification. The car rental confirmation and insurance must be submitted to GSMISTS before you leave.

## Bus Service Agreement

If you would like to rent a charter bus you will need to submit the [Bus Service Agreement](#). Bus rentals must be approved, and contracts signed by GSMISTS designee.

**The charter company will need to meet the following requirements:**

1. Vehicles are current in their registration.
2. State mandated safety inspections have been completed and passed.
3. A system of regular maintenance and safety checks on vehicles is in place and obvious defects (such as bald tires) are not present.
4. Vehicles are provided in safe operating condition and the vehicle or driver will be replaced if problems develop.
5. All vehicles are equipped with first aid kits, emergency lights/reflectors, and fire extinguishers.
6. Vehicles are equipped with two-way communication devices in good working order and phone numbers for appropriate contacts are readily available.
7. A current certificate of insurance has been received and is on file with Girl Scouts of Michigan Shore to Shore, including worker's compensation and minimum limits of auto liability in compliance with DOT.
8. CNT verifies that the drivers are properly qualified, trained, and licensed and familiar with the vehicle and have an acceptable driving record and experience driving.
9. The vehicle has sufficient seating.



# Activity/Trip Checklist

- Girls brainstorm ideas for things they would like to do. Girl Scouts is girl led so find what interests your troop or Girl Scout! Discuss activity/trip opportunities and research ideas.
- Girls vote or use troop government to choose an activity/trip.
- Girls consider costs and money earning potential and develop a budget.
- Adults read applicable sections of GSMISTS [Volunteer Policies & Procedures](#), [Volunteer Essentials](#), and [Safety Activity Checkpoints](#).
- Review the Activity/Trip Approval Chart (page 2) to see what approval, trainings, insurance, and additional resources you may need for the activity/trip.
- Designate the approved adult volunteer who will be the First Aid/CPR certified person for the activity/trip.
- Secure approved volunteer drivers and helpers to appropriately supervise the activity/trip. All adults must be registered members and approved volunteers to assist, attend, or drive.
- If GSMISTS approval is needed, complete the [Activity/Trip Application Form](#) and submit it to [customercare@gsmists.org](mailto:customercare@gsmists.org). Make sure to follow the Activity/Trip Application Approval Timeline on page 4. GSMISTS reserves the right not to approve activities/trips that do not follow the approval timeline.
- GSMISTS will review your [Activity/Trip Application Form](#). You will receive an e-mail with one of three outcomes:
  1. Activity/Trip is approved – No further action is required.
  2. Activity/Trip is tentatively approved – The e-mail will describe additional information that is needed for the activity/trip to be approved.
  3. Activity/Trip is not approved – The e-mail will describe the reason(s) why your activity/trip is not approved.After you receive approval, you may proceed in planning your activity/trip.

- [Purchase additional activity insurance](#), if needed, at least 4 weeks prior to activity/trip.
- Plan and participate in money earning activities, if needed. GSMISTS *Money Earning and Fund Raising Guidelines* can be found in GSMISTS [Volunteer Policies & Procedures](#).
- For each girl collect a signed [Annual Permission and Health History Form](#) or [Girl Permission Form](#) and [Girl/Adult Health History Form](#) and bring with you on the activity/trip. Obtain a completed and signed [Troop Trip Treatment Permission Form](#) if you need to administer medication to a girl. Adults need to complete a [Girl/Adult Health History Form](#) also. Collect a *Health Examination Record* from [girls](#) and [adults](#) if required.
- Have FUN on your activity/trip!
- As a troop, evaluate the experience. Think about creating a survey for your activity/trip so the troop can learn from its experiences!

What did you enjoy?	What would you change?	What was your favorite part?
What did you learn?	What could we do differently?	What was your least favorite part?