

Activity/Trip Application Form

This application must be submitted and approved prior to a troop booking an activity/trip. It also must be submitted within the timelines listed below. In some cases additional paperwork might be needed. Please refer to the *Activity/Trip Planning Guide* for more information. Submit completed form to customercare@gsmists.org.

- High Adventure/High Risk Activities – any activity in *Safety Activity Checkpoints* that requires GSMISTS approval --- 4 weeks
- Day Trip (lasting more than 8 hours, including travel time) --- 4 weeks
- Troop Camping or Overnight(s) --- 4 weeks
- Extended travel (3 or more nights) --- 6 weeks
- International travel --- 1 year

I am completing this application for the following (please check all that apply):

TYPE OF ACTIVITY/TRIP	
High Adventure/High Risk Activity (any activity in <i>Safety Activity Checkpoints</i> that requires GSMISTS approval)	Day Trip (lasting more than 8 hours, including travel time)
Troop Camping/Overnight (1 or 2 nights)	Extended Trip (3 or more nights)
International Travel	Multi-Troop

TROOP INFORMATION			
Troop #		Service Unit #	
Phone:		City:	
Trip Dates		Estimated Travel Time to Destination:	
From:			
To:			
Girl Scouts (Name of Girls)		Adults Attending (Names of Adults)	

Attach additional pages as needed.

ACTIVITY/TRIP ITINERARY

Include an itinerary of your activity/trip. (Attach additional pages if necessary.)

LODGING

If you are planning to use a GSMISTS property a reservation must be submitted. Click [here](#) to go to the property reservation calendar.

<input type="checkbox"/> Hotel/Motel	Airbnb/VRBO/ HomeAway	<input type="checkbox"/> Non-GSMISTS Camp Site	<input type="checkbox"/> GSMISTS Property
Lodging Name:		Phone:	
Address:		City:	
State:		Zip:	

HIGH ADVENTURE/ HIGH RISK ACTIVITY

Please refer to *Safety Activity Checkpoints* for a list of all activities that require GSMISTS approval.

High Adventure/High Risk? Yes No

List the High Adventure/High Risk Activity

CERTIFIED/TRAINED ADULTS

Volunteers listed must be present at all times. Lifeguards MUST have their certification and photo identification on them while lifeguarding. If you have more than three (3) certified/trained adults, please add additional pages. Certifications and/or trainings might include: Troop Management, Troop Camping Skills, Lifeguard, Small Craft, Archery, etc.

First Aid/CPR Certified Approved Volunteer	Name:		
	Certified/Trained Volunteer 1	Certified/Trained Volunteer 2	Certified/Trained Volunteer 3
Name:			
Certification/Training:			
Phone:			
E-mail:			

TRANSPORTATION (Please submit all rental agreements/itineraries to customercare@gsmists.org)

<input type="checkbox"/> Cars – Personal	Individual Name:	
<input type="checkbox"/> Cars – Rental (Must turn in rental agreement)	Company Name:	
<input type="checkbox"/> Bus/Tour Company (Must complete and submit Bus Rental Agreement)	Company Name:	
<input type="checkbox"/> Train <input type="checkbox"/> Plane	For bus/tour companies – a current certificate of liability insurance (\$5 million minimum) is required.	

Adults Driving (Drivers must be approved volunteers and registered members. Please attach additional pages as needed.)

- 1.
- 2.

3.

4.

EMERGENCY CONTACT

The emergency contact is not participating in the activity/trip but can be reached during the activity/trip, holds participant information and will notify parents/guardians of delays, emergencies, cancellations, etc.

Name:

Phone (Day):

Complete
Address:

Phone
(Evening):

I verify that we have reviewed and will comply with GSMISTS *Activity/Trip Planning Guide* as well as *Safety Activity Checkpoints* for the listed activities/trips. I understand GSMISTS reserves the right not to approve activities/trips that do not follow the Activity/Trip Application Approval Timeline.

Troop Leader or
Service Unit Team Member Name:

Date:

Signature:

Staff Signature of Approval and Date: