

## ***What will I need to complete my Activity/Trip Application?***

Reference this checklist before submitting an Activity/Trip Application

### **Big Picture:**

- ☐ Is this troop a part of Girl Scouts of Michigan Shore to Shore?
- ☐ Type of activity/trip. *i.e. day trip, high risk, overnight campout*
- ☐ Activity/Trip start and end date.
- ☐ Have you reviewed Safety Activity Checkpoints?
  - ☐ Do the adults attending or facilitating this activity/trip have applicable experience/training/certifications pertinent to your trip? Do they fulfil requirements outlined in Safety Activity Checkpoints?
- ☐ Troop Number.
- ☐ Service Unit Number.
- ☐ Troop Leader name.
- ☐ Troop Leader email address.

### **All about your Activity/Trip:**

- ☐ Name of activity/trip.
- ☐ Activity/Trip start and end date.
- ☐ Estimated travel time to destination.
- ☐ Location of activity/trip.
  - ☐ Link for rental location.
  - ☐ Name of location.
  - ☐ Address of location.
- ☐ Detailed itinerary.

- ☐ All high risk/high adventure activities you are participating in.

*i.e. swimming, horseback riding, kayaking, campfires*

- ☐ How are girls being transported to activity/trip?

*i.e. parent drop off, leader carpooling*

If applicable, be ready to provide information on:

- Car rental agreements
- Charter bus agreements
- Detailed train itinerary
- Detailed flight itinerary

## **Participant Details**

All members of your group - girls *and* adults - must be registered members of Girl Scouts. Adults are required to have a current background check on file with GSMSTS.

- ☐ Total number of girls attending.

☐ Girls' full names

☐ Girls' grade level

- ☐ Total number of adults attending.

☐ Names and gender.

☐ Any certifications/trainings they hold

☐ Who is driving?

- ☐ Emergency contact name and phone number (adult not attending activity/trip)

Ready to roll? Submit your information here:

<https://form.jotform.com/GSMISTS/GSMISTS-Activity-Trip-Application>