



Group Activity Notification Form (Non-Council Sites)

Required for all field trips or outings not at the regular meeting site. To be submitted for approval to Customer Care:

- Field trips within the council area at least 4 weeks prior to trip
- Field trips outside the council area at least 6 months prior to trip
- International trips at least 1 year prior to trip
- Submit to Customer Care customercare@girlscouts-swtx.org

Leader's Name: _____ Troop Number: _____

Cell Phone: _____ Email: _____

Activity: _____ Date: _____ Location: _____

Time and place of departure: _____ Return: _____

Mode of Transportation: _____

List all adult accompanying the girls: _____

Emergency Contact: _____ Phone: _____

Additional insurance coverage should be obtained from the Council office for nonmembers, or for trips of three nights or more. For trips of three or more nights, an Extended Trip Packet must also be completed.

Tagalongs to a non family event: Y ____, how many? _____ N _____

Is additional accident insurance needed? Y _____ N _____

<u>Trained Adult</u>	<u>Name</u>	<u>Expiration Date</u>
Troop Leadership:	_____	_____
CPR/First Aid:	_____	_____
**Please attach copy of CPR/First Aid Cards	_____	_____
Outdoor Trained:	_____	_____
Other (specify)	_____	_____

- Always refer to Safety Checkpoints.
- Secure parental permission before outings.
- The groups must be accompanied by a trained First Aider.
- The adult/girl ratio must be adhered to at all times. Adults are selected and supervised by the leader. Adults must be registered and have cleared council background screening.
- Special training or certification is required for some activities.
- Alcohol is strictly prohibited.
- Firearms are strictly prohibited.

-----Council Use Only-----

Finance Dept: _____ Product Program _____ Troop Support _____ Program Director _____