



Girl Scout Trip–Request to Plan Form

This form is used to obtain council approval to plan an extended overnight (more than three nights), regional group trip, and/or international trip (including Canada).

This form must be submitted at least six months (Extended Regional Trips) to three years (International trips) in advance of the trip and must be approved before girls proceed with further planning. Refer to the section on Girl Scout Trips in Volunteer Essentials or the River Valleys website for more information. Don't forget to keep a copy for your records.

Troop #	Service Unit:	Program grade level/grade:
Trip destination:		Trip dates:
Leader's name:		Date form completed:
Address/City/State/ZIP:		
Day phone:		Evening phone:
Email address:		
Co-leader's name:		Phone:
Number planning to participate: _____ Girls _____ Adults		Are all participants registered? <input type="checkbox"/> Yes <input type="checkbox"/> No
Person(s) filling out this form:		
<p>Please check all trainings leaders (or other adults) have taken or a currently registered for: <i>You must have taken or be registered for all required trainings prior to approval. Please note that various trainings are required depending on your trip destination, duration, and activities. To learn more about these trainings visit the River Valleys website.</i></p> <p> <input type="checkbox"/> Leader Orientation <input type="checkbox"/> Leadership Essentials <input type="checkbox"/> Girls Sleep In <input type="checkbox"/> Girls Cook In <input type="checkbox"/> Girls Camp Out <input type="checkbox"/> Girls Field Trip and Tour <input type="checkbox"/> Girls Sleep Out <input type="checkbox"/> Girls Cook Out <input type="checkbox"/> CPR/First Aid Certification <input type="checkbox"/> Girls Travel–US (required for all Extended Overnight Trips) <input type="checkbox"/> Girls Travel–International (required for all International Trips) <input type="checkbox"/> Other: _____ </p>		
<p><i>The troop works together to answer the following questions on a separate sheet of paper. If you do not have the completed answers to all the questions, please explain how you will go about researching the answers.</i></p> <ol style="list-style-type: none"> 1. What other successful trips have we taken that demonstrate our abilities and readiness (i.e., how have we progressed to this point)? 2. Where will we stay? 3. How will we get there? 4. How much will it cost? How will we fund it? 5. How should we get ready? What trainings and experiences should be in place for adults and girls? 6. How will we balance our trip planning with other Girl Scout activities? 7. Will all girls be able to go? 8. What health and safety factors must we take into consideration? Where is emergency help available? 9. Are there any security considerations? 10. What activities are we planning, including: along the way, when we get there, and when we return home? 11. What are our back-up plans (i.e., if we haven't earned enough money, our itinerary changes, or a participant drops out)? 12. How will we evaluate our experience at the end of the trip? 13. Have you had a parent meeting? Do parents/guardians understand and support this proposal? 		

Fill out form completely and mail or fax to:

ATTN: Program Department Assistant

Girl Scouts of Minnesota and Wisconsin River Valleys
 Brooklyn Center Service Center
 5601 Brooklyn Boulevard
 Brooklyn Center, MN 55429
 763-535-7524 FAX