



Girl Scouts of the Green and White Mountains

Serving New Hampshire and Vermont
PO Box 10832
Bedford, NH 03110-0832
888-474-9686

Thanks for expressing interest in taking an extended trip. An extended trip is considered any trip longer than two nights. In order to take an extended trip there are some guidelines that each troop/group needs to follow.

Paperwork:

1. Extended Trip Application: Detailed information and planning tool. This form must be submitted before your regional office will approve money-earning activities. Submit to me at least six months before the departure date of your US trip, and at least one year for international trips.
2. Travel Checklist: Should be used throughout the process of planning your trip.
3. Required Additional Insurance: For trips within the United States it is an additional \$0.29 per person per day. For international trips it is an additional \$1.17 for each registered GS Girl/Adult per day. (*You will receive this form once you have full approval for your trip.*) This form should also be completed and submitted to me no less than ten days before your trip, so that it can be signed and forwarded to Mutual of Omaha before your trip.
4. Permission for Money Earners: This form is turned into your regional office before the activity takes place, for approval.
5. Money-Earning Report: This form is turned into your regional office after the money-earning activity is completed. It should be sent in within two weeks of the activity completion.
6. Troop/Group Trip Report: This form is completed during your trip (or immediately following) and must be submitted to me two weeks after the trip is completed.

Money Earners:

- A group must participate in the council-sponsored Cookie sale (the Fall Product sale is optional) in order to complete additional money-earning activities.
- A group must submit the Permission for Money Earner form at least four weeks prior to the appropriate Regional Office for approval. (1st)
- Any additional requests must be submitted, through the regional office, to the Chief Executive Officer (CEO) or authorized designee for approval at least four weeks prior to the event.
- Money earners will not be approved if there is no report from previous money earners that have occurred.

Please remember to keep a copy of all forms for your own records, just in case of a mail issue. If you have any further questions about the trip process please feel free to get in touch with me.

Sincerely,

Kathy Grywalski
Troop/Group Program Manager
Girl Scouts of the Green and White Mountains
PO Box 10832
Bedford, NH 03110-0832
1-888-474-9686 x154
kgrywalski@girlscoutsgwm.org