

Troop Activity and Quick Trip Checklist

Please use this checklist to ensure you are adhering to all council policies and guidelines regarding Troop Trips and Activities that will last two nights or less and/or are less than 4 hours away. If you are taking a trip that is more than 2 nights and/or outside New England or New York, you must complete an Extended Trip Form. The forms referenced in this checklist can all be found on girlscoutsgwm.org

- ☐ Determine your destination and the date/time by discussing with your troop.
- ☐ Refer to the [Safety and Activity Checkpoints](#) for any activity you are interested in doing with your troop. This can be found on our website, under Volunteers.
 - The checkpoints will help you determine if an activity is appropriate for your girls and also outline the guidelines you should adhere to when having girls participate in this activity.
 - If you do not see an activity on the checkpoints, check with the council office before making plans with the girls.
 - There are **some activities that require written approval from the council and are only for girls 12 and over** which are listed on the [Safety and Activity Checkpoints](#) page.
 - Also, there is a **list of activities that girls are never allowed to participate** in and they can be found on the Safety and Activity Checkpoints page as well.
- ☐ Ensure you have the proper adult/girl ratio for the activity and determine if the adults attending have the proper training required for the activity. *Take only the number of adults that are required to attend per adult/girl ratios or are required to meet transportation needs (i.e. relief drivers).*
 - You will find the adult/girl ratios for troops as well as training requirements for adults in the [Volunteer Essentials manual](#) on our website.
 - You can check the status of the adults in your troop using the TROOP tab under your Member Profile section of MY GS. If you still have questions, please contact Customer Care.
- ☐ Obtain Parent Permission for the activity.
 - If your troop uses the [Annual Permission Form](#), please ensure that this activity is one that is appropriate for the use of that form. If not, ensure that all parents/guardians complete the Single Event Permission Form.
- ☐ If the activity is one that is for families, ensure that you have enough trained adults attending to meet ratios.
 - **For Day Events:** If there are unregistered people attending your activity or event, the troop will need to purchase supplemental insurance to cover them.
 - **For Overnight Events:** Always refer to current [Policies and Procedures](#) for adult requirements.

☐ Does your activity involve a rental agreement?

- If the rental agreement/contract has the words “holds harmless” included, this will need to be reviewed and signed by the GSGWM council CEO.
- If you are unsure if your agreement will require the CEO’s signature, contact Customer Care .

☐ Does your activity require a Certificate of Insurance?

- There are locations that we require a Certificate of Insurance on file before girls/troops can participate in activities there.
- Check [Policies and Procedures](#) for a list of activities that require a Certificate of Insurance on file.

☐ Have all drivers completed the necessary requirements to become an Approved Driver based on our GSGWM Volunteer Policies and Procedures?

- All drivers must be registered and have completed the GSGWM volunteer process, background check process, and current training.
- Ensure that all drivers have appropriate liability insurance and refer to the Transporting Girls portion of our [Policies and Procedures](#) for requirements.
- To become an Approved Driver, volunteers must submit their car insurance binder/declaration page to customercare@girlscoutsgwm.org

☐ Activities/Trips to a residence or private property.

- If your troop is taking a trip or doing an activity to someone’s private residence or property, you will need to:
 - Complete a Home Inspection checklist. Please contact Customer Care to request a Home Inspection Checklist.
 - All persons residing in the home that are 18 or older must complete a background check.
 - The home/property owner must provide a copy of their homeowner’s insurance to the council.

☐ Ensure that you have all signed permission forms, health history forms (use Single Event Permission Form if necessary), first aid kit, Crisis Communication information, Incident and Issue Report Form, and any other items you may need specific to your trip.

This checklist is a guide when planning trips/activities with your troop to ensure you have what you need and understand the guidelines regarding the particular activity you and your troop will participate in. This is to ensure the safety and wellbeing of all attending.

Have questions or need assistance with a task on this checklist? Contact Customer Care at customercare@girlscoutsgwm.org or 888-474-9686.