

Extended Trip Guidelines

What are they?

Trips lasting more than 2 nights (3 nights if one is a Federal Holiday)

Who may go?

Juniors, Cadettes, Seniors & Ambassadors (See Trip Procedures)

Where may they travel?

Depending upon the level, continental United States or outside of the US

How do they happen?

The trip should be part of a progressive experience and is based on troop activities. The girls are actively involved in the planning and decision making processes. Troop leaders should make use of the 3 Keys: Discover Connect & Take Action in conjunction with the Girl Scout Processes: Girl Led Learning By Doing and Cooperative Learning.

When should the forms be submitted?

- The Preliminary Extended Trip form should be completed and submitted approximately 12 -18 months before the date of the trip. Your Service Unit Coordinator will sign off on the preliminary form and submit it to Council.
- The Final Extended Trip form must be completed and submitted to your Service Unit Coordinator for final approval no later than 1 month before the trip. Your SUC will forward the Final Extended Trip form to Council.

Important Reminders

- Refer to the following resources when planning your trip; all can be found on our website:
 - Volunteer Essentials
 - GSSC Safety Guidelines
 - GSUSA Safety Activity Checkpoints
- Make sure that a Certificate of Insurance is on file
 - If you are visiting multiple sites, staying at different hotels, etc., a Certificate of Insurance for each will be required.
- Additional insurance may be necessary. Please consult with your Service Unit Coordinator and the Director of Membership.
- Make sure that the person providing your First Aid coverage is certified appropriately. For example, a trip with a 'wilderness' theme, may require a higher level of certification. Consult with your Service Unit Coordinator and the Director of Membership.



Troop #: _____	Level: _____
SU #: _____	Dates of Trip: _____

Preliminary Extended Trip Form

Please send two (2) copies of this form to your Service Unit Coordinator 12-18 months before the trip and before additional fund raising begins or deposits on the trip are made. Your SUC must forward 1 copy to Girl Scouts of Suffolk County for preliminary approval.

Email: membership@gssc.us • **Mail:** GSSC, attn: Director of Membership, 442 Moreland Road Commack, NY 11725

Leader's Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Destination of Trip: _____

Purpose of Trip: _____ Method of Travel: _____

of Girls in Troop: _____ # of Girls Participating: _____ Tentative Cost: _____
(per person, including adult coverage)

Plans to meet cost

Individual Girls Share: _____

Troop Share: _____

Fundraising Project: _____

Any additional fundraising project must be approved.

Preliminary Approval (SUC): _____ Date: _____

For Office Use Only:
Date Received: _____
Tentative approval: _____
Copy To Leader & SUC: _____



Troop #: _____	Level: _____
SU #: _____	Dates of Trip: _____

Final Extended Trip Form

Please send two (2) copies of this form to your Service Unit Coordinator at least 1 month before the trip. Please include the following:

- Complete Roster of all participants in the trip, adults and girls, including names, addresses, phone numbers and emergency contact information
- Complete and detailed itinerary
- Final budget

Your SUC must forward 1 copy to Girl Scouts of Suffolk County for final approval.

Email: membership@gssc.us • Mail: GSSC, attn: Director of Membership, 442 Moreland Road Commack, NY 11725

Leader's Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Destination of Trip: _____

Dates of Trip: _____

Changes to any information submitted on the preliminary form

First Aider Coverage - Name: _____ Certification Expiration: _____

(You may be asked to provide a copy of the certification)

Troop Camp Certified Adult: _____ *(Camping Trips Only)*

Final Approval (SUC): _____ Date: _____

For Office Use Only:
Date Received: _____
Final approval: _____
Copy To Leader & SUC: _____