

TRIP PLANNING TIMELINE

Type of Trip	Levels	Prior to Departure	Permission/Approval	Approval Deadline	Training Required
I. Day trip - within NYC Local, in town & neighborhood Example: Neighborhood Trip, Museums, Fire Department, Library, SU Events, Council Events within NYC.	All Levels	4-6 Weeks - which will allow time to approve and process request for additional insurance for any unregistered participants for all day trips. Discuss activity check points from Safety-Wise Discuss budgets Make arrangements with facility Discuss transportation Distribute and collect Parent/Guardian Permission Forms Make sure bus company is listed on Council approved list	Notification by phone to your Service Unit Manager and Membership Specialist. Additional Insurance Signed by Leader Membership Manager Service Unit Manager	2 Weeks 3 Weeks for Insurance	Basic Leadership Training
II. Day Trips - out of NYC Example: Liberty Science Center, West Point, Apple Picking. Includes: New Jersey, Nassau/Suffolk Counties and Westchester County.	All Levels	4-6 Weeks - which will allow time to approve and process request for Additional Insurance for any unregistered participants for all day trips. Consider all of the above and: Adult First Aider must be present on trip	Notification of Trip. Application to your Service Unit Manager and Membership Specialist. Additional Insurance Signed by Leader Membership Manager Service Unit Manager	3 Weeks	First Aid/CPR Certification Basic Leadership Training
III. Overnight or Weekend Trips* 1-3 Days (2 Nights) Example: Washington, DC, Hershey, PA, and Boston, MA Includes: Overnights in your GS meeting places and overnights in your own borough.	Brownie Girl Scouts Junior Girl Scouts Older Girls	3-6 Months - consider above points Plus - extensive budgeting Parent meeting Contract, deposits, etc. File for additional insurance prior to departure (see following pages for instructions) Girl Health History Form Adult First Aider must be present on trip	Submit Trip Application and Additional Insurance to SUM & Membership Specialist to forward to Membership Manager and copy to Program Department for approval.	6 Weeks	First Aid/CPR Certification Basic Leadership Training Overnight Adventures and Beyond
IV. Trips of more than two nights away**	Junior Girl Scouts Older Girls	9 Months - 1 Year Allow time to: Hold parent information meeting and discuss budget Discuss activity checkpoints Safety-Wise Consider contracts, deposits for transportation & accommodations Troop money earning project (Council approval required) Girl Health History Form Parent/Guardian Permission Form File for additional insurance 2 Months prior to departure Adult First Aider must be present on trip and have copy of certification	Submit Trip Application and Additional Insurance to SUM & Membership Specialist to forward to Membership Manager and copy to Program Department for approval.	4 Months	First Aid/CPR Certification Basic Leadership Training Overnight Adventures and Beyond
V. Out of Country**	Older Girls	18 Months prior to departure - consider points on prior page and above. Request International Travel Preparation Packet and Application from Program Department	One Year before departure. Submit Trip Application & Additional Insurance to SUM & Membership Specialist to forward to Membership Manager and copy to Program Department for approval before any in-depth preparation.	Minimum 1 Year	First Aid/CPR Certification Basic Leadership Training Overnight Adventures and Beyond

LEADERS' NOTE: You must request permission for all troop trips and receive pre-approval. Camping Trips - If attending Summer Camp (June and July), please use applications and procedures in the Summer Camp brochure. If you are attending Seasonal Camping (September through early June), please use applications and procedures in the Seasonal Camp brochure. Refer to **Safety-Wise** for requirements for "high risk" activities and activities that are not permitted as Girl Scout program activities. *It is recommended that Daisy Girl Scout troops not plan trips that are too lengthy for this young age level.** Additional Insurance is needed except for federal holiday weekends. A First Aid/CPR Certified Adult must be present in each bus, if traveling by bus.