



Trip Training Requirements Chart

What Training and Information is Needed if my Troop Wants to...

Type of Trip	Training Needed	Paperwork	Due	Insurance
Go on a day trip: (example-fire department, library, etc.)	Orientation, Leader 101, Leadership Essentials First Aid/CPR if activity requires	Signed permission form & Health History All high risk activities (such as water activities and challenge activities) also require a complete Troop Trip Application form with a trip itinerary and participant list	Send copy of Permission Form and Troop Trip Application (TTA for high risk activities only) to your Service Unit Manager one month prior to trip	Basic
Go on an overnight trip at a Service Unit event, Council event, sponsorship, Leader's home	Orientation, Leader 101, Leadership Essentials, Outdoor Level 1: Be Safe, Be Ready; First Aid/CPR if activity requires (no campfires or outdoor cooking)	Signed permission form & Health History	Send copy to your Service Unit Manager one month prior to trip	Basic
Go on an overnight trip to a "self contained" cabin (with kitchen & toilet facilities) ex. Naomi's Lodge at Tarheelia, the Little Lodge at Oak Springs, the lodge at Holly Hut, or Pod Village. This also includes a hotel or motel.	Orientation, Leader 101, Leadership Essentials, Outdoor Level 1: Be Safe, Be Ready; First Aid/CPR Complete Outdoor Level 2: Fire Building and Outdoor Cooking if troop would like to do these skills during the overnight.	Signed permission form & Health History, complete Troop Trip Application form with a trip itinerary and participant list, Campsite Reservation form if GSHNC property	Send Troop Trip Application and copy of Permission Form to your Service Unit Manager one month prior to trip	Basic (additional insurance needed if trip lasts more than two consecutive nights)
Go on an overnight trip at Girl Scout camp properties or non-Girl Scout properties on an established camp site, staying in cabins or tents.	Orientation, Leader 101, Leadership Essentials, Be Safe, Be Ready; Fire Building and Outdoor Cooking; The Overnight Camp Experience, First Aid/CPR	Signed permission form & Health History, complete Troop Trip Application form with a trip itinerary and participant list, Campsite Reservation form if GSHNC property	Send Troop Trip Application and copy of Permission Form to your Service Unit Manager one month prior to trip	Basic (additional insurance needed if trip lasts more than two consecutive nights)
Go on a primitive camping trip	Orientation, Leader 101, Leadership Essentials, Be Safe, Be Ready; Fire Building and Outdoor Cooking; The Overnight Camp Experience, Primitive Camping, First Aid/CPR	Signed permission form & Health History, complete Troop Trip Application form with a trip itinerary and participant list, Campsite Reservation form if GSHNC property	Send Troop Trip Application and copy of Permission Form to your Service Unit Manager one month prior to trip	Basic (additional insurance needed if trip lasts more than two consecutive nights)
Go on a backpacking trip	Orientation, Leader 101, Leadership Essentials, Be Safe, Be Ready; Fire Building and Outdoor Cooking; The Overnight Camp Experience, Primitive Camping, Backpacking, First Aid/CPR	Signed permission form & Health History, complete Troop Trip Application form with a trip itinerary and participant list, Campsite Reservation form if GSHNC property	Send Troop Trip Application and copy of Permission Form to your Service Unit Manager one month prior to trip	Basic (additional insurance needed if trip lasts more than two consecutive nights)
Go on an overnight trip other than Girl Scout properties within the continental United States	Orientation, Leader 101, Leadership Essentials, First Aid/CPR, Be Safe, Be Ready; Fire Building and Outdoor Cooking; The Overnight Camp Experience, (if fire building, outdoor cooking, and/or camping is involved)	Signed permission form & Health History, complete Troop Trip Application form with a trip itinerary and participant list	Send Troop Trip Application and copy of Permission Form to your Service Unit Manager one month prior to trip	Basic (additional insurance needed if trip lasts more than two consecutive nights)
Go on an International Trip (includes cruise)	Orientation, Leader 101, Leadership Essentials, First Aid/CPR, Be Safe, Be Ready; Fire Building and Outdoor Cooking; The Overnight Camp Experience, (if fire building, outdoor cooking, and/or camping is involved)	Signed permission form & Health History, complete Troop Trip Application form with a trip itinerary and participant list along with a notarized letter from the parent/guardian stating the leader has permission to travel with their daughter as well as permission for medical treatment	Send Troop Trip Application and copy of Permission Form to your Service Unit Manager one year prior to trip then update as plans progress	Basic (additional insurance needed if trip lasts more than two consecutive nights)

For all trips: Follow all guidelines in the Volunteer Essentials manual along with Safety Checkpoints found online at <http://www.hngirlscouts.org/programs-safety-activity-checkpoints>. Report any incident/accident to GSHNC within 48 hours using the Incident/Accident Report form (www.hngirlscouts.org/troop-management). A health examination within the preceding 24 months is required for participation in resident camping, in a trip of more than 3 nights, or in organized competitive sports.