



### Trip Training Requirements Chart

**For all trips:** Follow all guidelines in the Volunteer Essentials manual along with Safety Checkpoints found online at [www.hngirlscouts.org](http://www.hngirlscouts.org). Report any incident/accident to GSHNC within 48 hours using the Incident/Accident Report form also found on our website.

Type of Trip	Training Needed	Paperwork for Leader	Due to GSHNC – 4 weeks in advance
Day Trip (example-fire department, library, etc.)	-Girl Scouting 101 -Volunteer Essentials -First Aid/CPR, if activity requires (see appropriate Safety Activity Checkpoints)  No campfires or outdoor cooking unless appropriately trained.	-Signed Permission Forms -Health History Forms -Troop Trip Application ONLY if participating in high risk activities (as defined on Troop Trip Application)	Email to: <a href="mailto:customer care@hngirlscouts.org">customer care@hngirlscouts.org</a> -Troop Trip Application (for high risk activities only) -Supplemental Insurance Form,** if needed  If attending an event that you registered for through our council website at <a href="https://www.hngirlscouts.org/en/events/event-calendar.html">https://www.hngirlscouts.org/en/events/event-calendar.html</a> , it is NOT necessary to notify GSHNC with the above paperwork.
Overnight Trip at a Service Unit (SU)* event, Council event, sponsorship, Leader's home, hotel, or to a site where girls sleep in enclosed facilities providing flush toilets and drinkable water.	-Girl Scouting 101 -Volunteer Essentials -First Aid/CPR, if activity requires -Outdoor Level 1: Be Safe Be Ready (No campfires or outdoor cooking, unless appropriately trained)	-Signed Permission Forms -Health History Forms -Troop Trip Application ONLY if participating in high risk activities (as defined on Troop Trip Application). <u>Please note that Troop Trip Applications are not required for activities reserved at GSHNC properties through GSHNC by the troop or Service Unit.</u>	Email to: <a href="mailto:customer care@hngirlscouts.org">customer care@hngirlscouts.org</a> -Troop Trip Application, if required -Supplemental Insurance Form,** if needed
Overnight Trip involving tent camping at a facility with drinkable water and established bathroom facilities.	-Girl Scouting 101 -Volunteer Essentials -First Aid/CPR -Outdoor Level 1: Be Safe Be Ready -Outdoor Level 2: Fire Building & Outdoor Cooking -Outdoor Level 3: The Overnight Camp Experience	-Signed Permission Forms -Health History Forms -Troop Trip Application ONLY if participating in high risk activities (as defined on Troop Trip Application). <u>Please note that Troop Trip Applications are not required for activities reserved at GSHNC properties through GSHNC by the Troop or Service Unit.</u>	Email to: <a href="mailto:customer care@hngirlscouts.org">customer care@hngirlscouts.org</a> -Troop Trip Application, if required -Supplemental Insurance Form,** if needed
Primitive Camping Trip	-Girl Scouting 101 -Volunteer Essentials -First Aid/CPR -Outdoor Level 1: Be Safe Be Ready -Outdoor Level 2: Fire Building & Outdoor Cooking -Outdoor Level 3: The Overnight Camp Experience -Outdoor Level 4: Primitive Camping	-Signed Permission Forms -Health History Forms -Troop Trip Application	Email to: <a href="mailto:customer care@hngirlscouts.org">customer care@hngirlscouts.org</a> -Troop Trip Application (use to purchase supplemental insurance, if needed)
Backpacking Trip	-Girl Scouting 101 -Volunteer Essentials -First Aid/CPR -Outdoor Level 1: Be Safe Be Ready -Outdoor Level 2: Fire Building & Outdoor Cooking -Outdoor Level 3: The Overnight Camp Experience -Outdoor Level 4: Primitive Camping -Outdoor Level 5: Backpacking -Wilderness and Remote First Aid required if you will be more than 30 minutes away from EMS response.	-Signed Permission Forms -Health History Forms -Troop Trip Application	Email to: <a href="mailto:customer care@hngirlscouts.org">customer care@hngirlscouts.org</a> -Troop Trip Application (use to purchase supplemental insurance, if needed)
International Trip or Cruise	-Girl Scouting 101 -Volunteer Essentials -First Aid/CPR -Outdoor Level 1: Be Safe Be Ready -Additional Levels of Outdoor Training if participating in those activities.	<p style="text-align: center;"><b>Paperwork for International Trips and Cruises</b></p> -Troop Trip Application – basic info due to <a href="mailto:customer care@hngirlscouts.org">customer care@hngirlscouts.org</a> 1 year in advance -Participant List due 3 months in advance -Supplemental Insurance money due 4 weeks in advance (Must purchase International Plan 3PI) -Detailed Itinerary due 2-4 weeks in advance -Physical Examination OR Health History Forms (due 3 months in advance for all participants) -Copies of passports due 4 weeks in advance (for all participants) -Notarized letter from the parent/guardian (stating the leader has permission to travel outside of the country with their daughter and permission to seek medical treatment for their daughter if necessary). <b>These do not need to be submitted to the GSHNC office, but the Leader needs to ensure that she has this notarized letter for each girl under the age of 18 while traveling.</b>	

\***Service Unit (SU) Events** – The SU may provide outdoor trained volunteers or they may request that each leader has the appropriate training for the activities for which they will be participating.  
 \*\***Supplemental Insurance** – Supplemental Insurance is required for trips lasting more than 2 consecutive nights (or more than 3 nights if one is a federal holiday). Supplemental Insurance is also required for non-registered participants at any Girl Scout activity. Non-registered participants might include boys, non-registered adults, younger siblings, etc. Please note that you cannot insure non-participants. Each participant must be the appropriate age to participate in the program (for instance, a 4-year old tag-a-long at an archery event cannot be insured since the child is not old enough to participate in archery.) **Purchase Supplemental Insurance by using the Supplemental Insurance Form, unless a Troop Trip Application is required. In this case use the Troop Trip Application to purchase the supplemental insurance.**  
 Trip\_Training\_Requirements\_AD 9/6/2018