

# Clarification of Troop Trip Request form, Insurance & Permission Slips

***All troops must submit a Troop Trip form for all Field Trips.***

A Field Trip is defined by USAGSO as:

1. Any activity held outside of the troop's regularly scheduled meeting time and/or location.
2. Day trip, overnight, campout, hotel stay, sleepover, slumber party, etc.
3. A chance for girls to Discover, Connect and Take Action!

A Permission Slip is needed for EVERY girl on a Field Trip, to include-Leader's daughters and Scouts with parents that are attending and/or chaperoning.

Timeline set by USAGSO for Troop Trip form approval:

- Day Trip -2 Weeks
- Trips inside USAGSO and Our Chalet-4 weeks
- Trips outside USAGSO-6 Weeks

Supplemental Insurance needs to be purchased in the following situations:

1. Tag-a-longs are present (including younger registered scouts that are attending an older girl event ie, a Brownie at a Cadette Activity).
2. The trip is "more" than 2 consecutive nights (3 on a Holiday weekend)
3. High Risk activities are involved (Example Whitewater Rafting, High Ropes Course and Skiing)

Troop Trip Request Forms need to have the following information attached:

1. Budget
2. List of girls attending

Procedures for Submitting Troop Trip Form:

- Leader will give form to the OCC or scan and email the form to [heidberggs@yahoo.com](mailto:heidberggs@yahoo.com) within the Timeline set by USAGSO.
- OCC and/or OCMT will return a copy of the Troop Trip form with an approval or disapproval.
- All approved Troop Trip Requests will be forwarded to the Treasurer for reimbursement (if applicable).

*As of 13 June 2011*