

Troop/Group Intent to Travel Form

****The Intent to Travel form must be filed for any day trip that exceeds GSRI distance standards or any trip that involves an overnight (except for GSRI Troop Camping)**

****Please be sure to follow the time-lines for approval outlined in the Volunteer and Troop Essentials Manual.**

1. The leader must first read the Troop Trip pages in the Volunteer and Troop Essentials Manual and Safety Activity Checkpoints (both on www.gsri.org), and then discuss the troop's proposed plans with the program coordinator.
2. Complete both sides of this form and return it to your Service Unit Manager. S/he and your area Field Director share the responsibility of providing council approval for trips.
3. Once approved, the form will be forwarded by your SUM to council. Council will then notify the leader as to the action taken.

PART I – To be completed by Troop Leader

Service Unit: _____ Troop/Group #: _____

Age-level: Daisy Brownies Juniors Cadette Senior Ambassador

Leader's Name: _____ Phone #: _____

Address: _____

Date leader completed:

Troop Trips II Training: _____ (for all troop leaders going on 1-3 night trips)

Advanced Trips _____ (for Cadette, Senior and Ambassador troop leaders going on 3 – 7+ night trips).

Type of trip: Camping Educational Other _____

of Girls: _____ # of Adults: _____ Departure Date: _____ Return Date: _____

Furthest destination of trip: _____

Major stops en route: _____

1. Please explain the tie-in of the trip to program activities.

2. List prior camp and travel experiences:

3. **Transportation**

Chartered Bus Train Public Private Car Plane Other_____

Do owners of cars and buses carry liability and property damage insurance which adequately protects the owner and passengers in the event that an accident occurs and legal suit results? (*RI law requires \$75,000 coverage for individual cars; MA law requires \$20,000/\$40,000. GSRI suggests coverage beyond these minimums.*) If using a bus, please check that the company has a certificate of insurance on file with the council office. Yes No

****For information about council insurance, please see Volunteer and Troop Essentials Manual and/or consult your Field Director.****

4. **Accommodations:** Do they meet Girl Scout Health and Safety standards? Yes No

Type: Camp/Campground Motel/Hotel Other_____

Name: _____ Phone #: _____

Address: _____

5. If the trip involves off-trail camping and/or backpacking, the Outdoor Program Specialist must sign off that training and preparation meet GSRI standards. _____.

6. **Estimated Cost of Trip:** \$_____

Cost will be met by (estimated):

Troop/Group Treasury	\$ _____
Cookie Sale Profit	\$ _____
Other council sponsored product sale	\$ _____
* Special troop/group money earning	\$ _____
Amount brought from home (total)	\$ _____
TOTAL	\$ _____

****If a special money earning project is needed to help finance this trip, Application for Troop/Group Money Earning Project should accompany this form.***

Leader's Signature: _____ Date: _____

PART II – To be completed by Service Unit Manager and Field Director

We have reviewed and discussed the proposed trip plans of Troop/Group: _____, and recommend:

Intent to travel is approved not approved

If a special money-earning project is involved, we approve do not approve the *Application for Troop/group Money Earning Project*.

If troop/group camping is involved, we approve do not approve the *Troop/Group Camp Application*.

If approved, any special recommendations:

If not approved, reasons and recommendations:

Signature of Service Unit Manager: _____ Date: _____

Signature of Field Director: _____ Date: _____