

Troop Travel Application -- Frequently Asked Questions

Travel applications are processed in the Data Department by the Customer Care team.

Who do I need to submit my travel application to?

- info@girlscoutsdiamonds.org

When do I submit a travel application?

It is required that trips over 120 miles away(one-way) OR for any overnight trip, troops must submit a Travel Application at least 3 (three) weeks prior to the trip.

For extended domestic travel – submit form at least 6 (six) weeks prior to trip.

For international travel – submit preliminary travel application at least 6 (six) months prior to trip.

What do I need to submit with my travel application?

- Completed travel application
- Trip roster
- Copy of First Aid/CPR Certification (1 attending adult)
- Copy of driver's license and insurance (anyone driving a child other than their own)
- Copy of Venture Out I and/or Venture Out II Certification
- Additional Insurance form (if applicable)

Do I need to submit a travel application for Diamonds Council signature events or camp events?

- No. Troops do not need to submit travel applications for Diamonds Council signature events or camp events UNLESS they are staying the night somewhere other than the event's official overnight. All adults going on trips over 120 miles, overnights, or domestic/international trips must be registered members with the council and pass a criminal background check to be eligible to attend.

Do I need to submit a travel application for Diamonds program partner events?

- Yes. Troops must submit travel applications for program partner events if they are traveling over 120 miles (one-way) or staying overnight.
 - Examples of program partner events include:
 - Magic Springs Girl Scouts Fun Day
 - Arkansas Naturals Scout Night

Do I need to submit a travel application for service unit events and campouts?

- Yes. Troops must submit travel applications for service unit events and campouts if they are traveling over 120 miles (one-way) or staying overnight. Service units may submit one travel application for the event with a full roster of those in attendance.

Do I need to submit a travel application if my troop is traveling to or camping at a Girl Scouts - Diamonds property?

- Yes. Troops must submit travel applications if it is NOT for an official Girl Scouts – Diamonds-led event. They must submit one if they are traveling over 120 miles (one way) to a Girl Scouts - Diamonds property OR if they are staying overnight at a Diamonds property.

How will I know my travel application has been approved?

- You will receive a troop travel approval or denial email from the customer care team. Throughout the process, you may also receive emails requesting additional documents (CPR certification, license, car insurance, completed background checks, etc.).

What if my travel application is denied?

- If your travel application is denied, please know that you will not be able to use troop funds due to the trip not being “an approved Girl Scout trip.” If your troop is not using troop funds (dues, cookie/fall product proceeds, etc.) the troop may choose to go on the trip, however, it will not be covered by Girl Scout insurance and the council cannot be held liable for injuries/damages, etc.

How many volunteers do I need?

- Please refer to the Volunteer-to-Girl Ratio table below. Note: high-risk Girl Scout activities require additional volunteer supervision. Please see Safety Activity Checkpoints for more information**

Girl Scouts Volunteer-to-Girl Ratios	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:
Girl Scout Daises (Grades K–1)	12	1–6	6	1–4
Girl Scout Brownies (Grades 2–3)	20	1–8	12	1–6
Girl Scout Juniors (Grades 4–5)	25	1–10	16	1–8
Girl Scout Cadettes (Grades 6–8)	25	1–12	20	1–10
Girl Scout Seniors (Grades 9–10)	30	1–15	24	1–12
Girl Scout Ambassadors (Grades 11–12)	30	1–15	24	1–12

- For mixed-grade level troops, use the ratio for the lowest grade level in the troop. For example, if the troop consists of Daisies and Brownies, the Daisy ratio should be followed.

Do all adults on the trip need to be members and background checked?

Adults must be a registered member and have an active background check on file when they are being counted in the volunteer-to-girl ratio, they are in a supervisory role such as troop leader or troop volunteer, they are transporting girls who are not their children, they are participating in an overnight event with girls or volunteers, and/or they manage money on behalf of the troop (Background Check Memo 2017).

Who is covered under the basic activity accident insurance plan?

- All registered Girl Scout participants of an approved Girl Scout activity or event.
- A tagalong is a person who attends an event but is not of age or skill level to participate. Tagalongs are covered under the basic activity accident plan but must be kept under continuous supervision of the child's designated guardian or registered Girl Scout adult members, who have completed a background check with the council. Please note that tagalongs supervised under Girl Scout adult members must be on a separate volunteer-to-child ratio than participants.
- Non-members who are observing a Girl Scout activity or event are not covered. It is expected that parents and others will be involved in Girl Scouts from time to time, just as they usually do in PTAs, school events or sports. This is done without the expectation of reimbursement for medical expenses in case of accidental injury.

Who needs to submit a copy of their driver's license and insurance?

- Anyone driving a child other than their own must submit a copy of their driver's license and insurance with the travel application.

Do we need an adult to be First Aid/CPR certified?

- Yes, a first aider must be present. The certified adult must be present during the trip. If you are more than 30 minutes away from EMS (Emergency Medical Services), the first aider must be Wilderness First Aid (WFA) certified.

When do I need Venture Out I and Venture Out II Training?

- **Venture Out I** must be completed prior to troop travel which includes overnight stays at camp, a hotel, or other lodging venues. Volunteers may not build any campfires or teach girls about fire safety until they complete the Venture Out II training course. Venture Out I is an online course that you can find by logging into your myGS account and selecting gsLearn or contacting info@girlscoutsdiamonds.org to have it assigned to you.

- **Venture Out II** must be completed prior to troop travel with any overnight stay that requires tents and/or fire building. Volunteers will learn basic knife safety, and fundamentals of fire building, tents, and outdoor safety. Venture Out II is an in-person class; please check our website calendar for available dates and times.

Descriptions of Activity Insurance and When to Purchase

Descriptions of activity insurance plans can be found on our website [here](#), with their associated forms and council guidance.

How do I submit my Additional Insurance form?

- The customer care team will notify the trip advisor if additional insurance is needed.
 - They will ensure that the correct form of insurance is selected and notify the finance department to send a Square invoice for payment. Once payment has been taken, your payment and form will be sent to Mutual of Omaha, and you should receive a statement of coverage.