

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 – must be complete prior to submission
- ♦ 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

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

No. Troops do not need to submit travel applications for Diamonds Council-sponsored (Wild & Wonderful/Sloan SU Cardboard Boat Regatta), 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 program. 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?

In the event a travel application is denied, the designated trip advisor will be required to sign the Travel Denial/Cancellation Acknowledgement Form. When a trip is not approved as a Girl Scout activity, troop funds—including but not limited to dues, cookie proceeds, and fall product proceeds—may not be utilized to support the trip.

Troops that elect to proceed with travel using personal funds may do so at their discretion; however, such travel will not be covered under Girl Scout insurance. Furthermore, Girl Scouts of [Council Name] assumes no responsibility or liability for any injuries, damages, or losses that may occur.

How many Volunteers do I need?

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 ration should be followed. (Safety Activity Checkpoints; Pg. 4-5)

Please refer to the Volunteer-to-Girl Ratio table below:

Girl Scouts Volunter-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 Daisies (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

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 own children, they are participating in an overnight event with girls or volunteers, they participate in activities or trips over 120 miles (one way) from the meeting space, and/or they handle money on behalf of the troop (Background Check Memo 2017).

What if I have tagalongs attending my trip?

At the council level, due to the liability issues and limited venue space, tagalongs are not allowed at any council events unless otherwise specified in an event description. Tagalongs are not covered under basic Girl Scout insurance. Tagalongs can be children or adults (day trips or less than 120 miles one-way). At the troop level, please consider not allowing tagalongs on troop trips as they can distract from the purpose of the Girl Scout trip. If a tagalong is attending a troop trip, additional insurance must be purchased. (Volunteer Essentials; Pg. 84-85).

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 that 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. This is a home study course. The Venture Out I booklet and Exam can be found on our website. This training is to be completed every 3 years.
- ♦ **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 overnight class; please check our website calendar for available dates and times. This training is to be completed every 3 years.

When do I need additional insurance?

Effective October 1, 2025, Activity Accident Insurance will be completely automatic with no additional cost to councils. In addition to accident/injury coverage for day events, the new policy will automatically include sickness coverage for all overnight stays (including camp) and international travel. This change, effective for trips occurring on and after October 1, 2025, eliminates the need for manual individual insurance requests entirely.

What trips/travel is covered under the new travel policy?

The following types of trips are covered under GSUSA's insurance policy, provided they have been reviewed and approved by the Customer Care Team:

- ♦ Day Trips
- ♦ Overnight Trips
- ♦ Extended Domestic Travel
- ♦ International Travel

Coverage applies only to approved Girl Scout activities. Any unapproved travel, even if undertaken by a troop, is not eligible for insurance coverage under GSUSA's policy.