

Troop Trips & High Risk Activities Request Form

Troop trips can take a Girl Scout troop on a field trip to the nearest fire station, a trip to Yellowstone Park, or even a trip to Rome. Girls can enjoy a day of skiing, a team-building session on the local ropes course, or they may want to spend the evening at an indoor trampoline park. Wherever your troop trip takes you, GSMW will help provide a safe and memorable.

If your troop is meeting somewhere other than your normal location/time, doing a high risk activity, or if your troop is going on a trip together, our online [Troop Trip & High Risk Activity Request Form](#) will guide you in providing the necessary information to GSMW, therefore aligning your activity/trip for required Girl Scout Insurance standards.

At least **two weeks before your scheduled trip**, prepare to submit your request. Please read the first page carefully as it will instruct you to gather the right information before getting started. **PLEASE NOTE: This form IS NOT a savable form.**

Preparing Your Submission

If you will be using a vendor or organization for any activity:

- Vendor name and phone number (optional address and/or website)
- You will be required to send a Certificate of Insurance from your vendor to customercare@gsmw.org two weeks prior to your activity, you do not need this Certificate of Insurance to complete this form but it will be required before your activity can be approved.

If you are planning an overnight trip, your travel itinerary should include the following:

- Lodging name, address and dates staying at that lodging
- Location and activities that will be happening each day
- Transportation information: airline, flight number, how will you be traveling around if out of state, personal vehicle, rental car, etc.
- Names of adult chaperones, number of male and female
- Names of girls attending

If you are planning an international trip, Additional Insurance is required. Please complete the [Additional Insurance Form](#) no later than 14 business days prior to your event date.

GSUSA no longer requires additional insurance purchases for domestic Girl Scout activities where non-members are present. All domestic Girl Scout events are now automatically insured to cover accidents for all participants, member and non-member. Volunteers may choose to purchase optional additional insurance to cover sickness for members and non-members. If your group wants optional sickness insurance, please complete the [Additional Insurance Form](#) no later than 14 business days prior to your event date.

Important Documents to Review

[Volunteer Essentials](#)
[Safety Activity Checkpoints](#)
[High Risk Activity List](#)

 **Submit a Troop Trip & High Risk Activity Form** 

Contact [Customer Care](#) if you have questions or need help.