

Notice of Intent for Troop/Group Travel or High Adventure Activities

form #119 • 1/17 • page 1 of 4

This paperwork is required for any "high adventure" activity and/or for an overnight trip of one to three nights. Not required for day trips that do not include high adventure activities. Trips of more than three nights or more than 200 miles out of council borders require extended travel forms #121a and #121b.

Notice of Intent for Travel (NOI) Instructions

Date Due:	Must be submitted three (3) weeks prior to departure date (if needed, purchase insurance at this time). If using Cookie/Nut Credit to help pay for the trip, this form must be submitted four to six (4-6) weeks prior to the departure date to allow time for approval, processing and reimbursement.
Submit to:	Your service unit event and travel coordinator.

Section 1: Trip and Troop/Group/Patrol Information

Troop #:	Service Unit #:	City:
Trip Destination:	Length of Trip:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 Overnights
Departure Date:	Time:	
Return Date:	Time:	
Adult-to-Girl Ratio Verified:	<input type="checkbox"/> BR <input type="checkbox"/> JR <input type="checkbox"/> CAD <input type="checkbox"/> SR <input type="checkbox"/> AMB # of Girls: _____ # of Adults: _____ Adult attendees who work with girls and/or are counted towards girl-to-adult ratio must have: a completed background check, GS101, Volunteer Essentials training, and the Troop Safety Module of <i>Volunteer Essentials</i> . Note this in the roster, section 5.	
Type of Transportation:		

Section 2: Required Trainings

At least one adult member attending must have completed required trainings, depending on the type of trip. Find the type of trip you are taking in the grid below to confirm training required. Service unit events (eg. camporees) may require additional training at the discretion of service unit.

Type of trip:

- High Adventure Day Trips** – For one-day, high risk activities (i.e. requires using an approved outfitter).
- Indoor Sleeping Overnights** – For indoor overnights, which includes cooking indoors (using a kitchen) or eating at a restaurant.
- Cabin Camping, Outdoor Overnights** – This includes campground camping (tent or rustic cabin/yrts). Also includes building or cooking over a fire; OR if any of these amenities are missing: water, heat, toilets, lights, kitchen facilities & cell service.
- Backpacking, Primitive Site Camping** – Heading away from the campground and farther out into the wild. This includes camping at a primitive site and/or on an overnight backpacking trip of up to three (3) nights.

What type of adventure are you taking? (1 - 4 from above):

Training	Training required for trip type:				Name of Trained Adult Member Attending Overnight/High Adventure Activity	Date Taken	ETC ✓
	1	2	3	4			
Grade Level Training	Grade Level is recommended						
GS101	✓	✓	✓	✓			
Volunteer Essentials	✓	✓	✓	✓			
Troop Safety Training Module	✓	✓	✓	✓			
Day Trips	✓	✓	✓	✓			
Child & Adult CPR and First Aid Certification (in-person training)	✓	✓	✓	✓		Certification Agency: Expiration date:	
Indoor Overnights		✓	✓	✓			
Outdoor Skills			✓	✓			
Wilderness First Aid*	✓*	✓*	✓*	✓*		Certification Agency: Expiration date:	
Backpacking & Primitive Camping				✓			

* Wilderness First Aid is required if you are more than 30 minutes away from Emergency Medical Services.

Section 3: Planned Activities

Check all activities you will do during this outing and review Safety Activity Checkpoints (SACs). SACs can be found on the “Forms” tab of the council’s website.

- Archery
- Backpacking
- Bicycling
- Camping
- Caving or Spelunking
- Canoeing (up to Class IV) **
- Challenge Courses (High Ropes) *
- Challenge Courses (Low Elements)
- Climbing and Rappelling *
- Contracts (including busses)
- Cross-Country Skiing
- Downhill Skiing and Snowboarding *
- Fencing
- Fishing or Ice Fishing
- Go-Carts
- Hayrides
- Hiking (more than 30 minutes from EMS)
- Horseback Riding and Vaulting *
- Ice Skating
- Indoor Skydiving *
- Indoor Trampoline Parks *
- Inline Skating and Roller Skating
- Kayaking (flat-water) **
- Kayaking (whitewater or sea) *
- Orienteering (more than 30 minutes from EMS)
- Outdoor Cooking
- Recreational Tree Climbing
- Row-boating **
- Sailing **
- Scuba Diving
- Segway
- Shooting Sports *
- Snorkeling
- Standup Paddle-boarding **
- Surfing
- Swimming
- Tubing
- Vaulting on Horseback *
- Waterskiing and Wakeboarding
- White-Water Rafting *
- Windsurfing *
- Zip Lining *

* May only be done with an Approved Outfitter. Approved outfitter list found on “Activities” tab of the GSOSW website, above running list of activities.

** Activity requires an adult/instructor who has completed *Small Craft Safety* training.

For all other activities on this list, the adult volunteers in charge must be able to provide required certifications or documented experience.

If a lifeguard or certified instructor will be utilized, list the person and describe her/his qualifications, documented experience, etc.

Activity	Activity Leader or Approved Outfitter	Certification Agency/ Years of Experience	ETC ✓

Trip leader must initial each line below:

We agree to follow applicable Girl Scout council policies, federal and state laws and *Safety Activity Checkpoints*.

All adults participating have successfully completed a background check as per *Council Volunteer Policies and Procedures*.

All participants/guardians have been informed of the travel plans including, but not limited to:

- departure and arrival times
- all destinations and activities
- emergency contact information
- type of transportation

The established emergency contact (an adult not attending the trip/high adventure activity) has a copy of the itinerary, roster, carpool list and health forms of who is attending. This person understands she/he is responsible for knowing the whereabouts of the group at all times.

A signed permission form for each girl, from each girl’s parent/guardian, is in trip leader’s possession at all times. All participants (girls and adults) have provided the trip leader with an up-to-date health history from. A copy of each girl’s signed permission form, with health history, is given to each driver and emergency contact.

Leader will ensure that licensed, responsible adult drivers (21 years or older) are familiar with council policies and emergency procedures.

Any men in attendance have separate sleeping quarters and bathrooms.

Section 4: Insurance Information

Insurance must be purchased at least **three (3) weeks** prior to departure date. To purchase insurance, call: 503-977-6800/800-338-5248

Trip Insurance – overnights lasting three (3) nights require insurance

Trips of more than three nights or more than 200 miles outside of council borders require extended travel forms #121a and #121b.

Insurance purchase date for overnights lasting 3 nights (mm/dd/yy):

Non- member insurance

Insurance is required for attendees without an active membership with Girl Scouts.

# of non-registered youth:		Insurance purchase date for non-member participants (mm/dd/yy):	
# of non-registered adults: (non-registered adults may not spend the night)			

Section 5: Budget Information

Total trip expenses should equal **total trip income**

Planned Trip Expenses		Planned Trip Income (troop funds should be used for girl programming, and only adults needed for girl-to-adult safety ratio)	
Transportation		Troop/Group Funds Used	
Accommodations		Family/Girl Contribution	
Food		Troop Money-Earning	
Program/Activity Fees		Program Certificates	
Emergency Fund		Cookie/Nut Credit	
Spending Money		Other	
Other		Other	
TOTAL Trip Expenses		TOTAL Trip Income	
Expected Cost per Girl		Expected Cost per Adult	

By signing this, I am verifying that the information here is true to the best of my knowledge.

Troop Leader Signature: _____ Date (mm/dd/yy): _____

Section 6: Trip Roster

Use page four of this document, or attach a printout of your My GS troop roster, noting trip attendees. A completed roster must be included to receive approval. If you attach a print out, you must also name your emergency contact and provide her/his contact information (your emergency contact is an adult not attending the trip who can be reached in an emergency).

Adult attendees who are working with girls and/or serving as girl-to-adult safety ratio must include the following information on your roster: background check expiration date, GS101, Volunteer Essentials training, and the Troop Safety Module of Volunteer Essentials. Adults who are drivers should include their driver’s license number.

Section 6: For ETC use only	Approved: <input type="checkbox"/>	Not Approved: <input type="checkbox"/>
Event and Travel Coordinator Name:		
Event and Travel Coordinator Signature:	Date (mm/dd/yy): _____	

Section 5: Trip Roster						
Emergency Contact (adult not attending the trip who can be reached in an emergency)						
Name	Relation to trip leader or troop/group	Phone number				
Registered Adult Attendees						
Name	Background check (expiration date)	GS 101 (date completed)	Volunteer Essentials and Safety Module (date completed)	Male or Female	Drivers License number (Drivers only)	ETC ✓
1						
2						
3						
4						
5						
Registered Girl Attendees						
Name	Grade level	ETC ✓				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						