

Name:		Email Address:	
Troop #	Service Unit Name:	Cell Phone:	Evening Phone:
Mailing Address:		County:	
Name & Date of Travel Training:			
If cruise or international travel, date Globe Trotting with Girls for Leaders completed:			

<b>USE:</b>	<p><b>Application submittal approval timelines:</b> (be sure to add extra time if mailing application)</p> <ul style="list-style-type: none"> <li>Day trips with high risk activities – at least two weeks prior to the trip (note that venues that require approval, such as horse stables, challenge activities or boating locations may need longer lead time to gain approval if not already approved.</li> <li>Trips of (2) nights or less with high risk activities– at least four weeks prior to the trip</li> <li>Trips of (3) nights or more inside the continental US and all domestic cruises – at least four months prior to the trip</li> <li>International cruises and trips – Complete this form as soon as you begin talking about the trip to begin process for approval of trip.</li> </ul> <p><b>Notes:</b> Refer to the most current version of <a href="#">Volunteer Essentials</a> and <a href="#">Safety Activity Checkpoints</a> (found on our web site and updated annually) before planning any activity or trip for requirements concerning planning, transportation, security and required personnel and/or certifications.</p> <p><b>Verification of registration and approved volunteer status of all adults attending the trip will be conducted by council staff. Allow enough time for any adults who have not completed the volunteer approval process to complete it by sending in your application as far in advance as possible.</b></p>
<b>SEND TO:</b>	<p>For approval of trip, email or fax this completed application to: <a href="mailto:trips@gsgatl.org">trips@gsgatl.org</a> or 770-702-9586 Or mail to: 5601 North Allen Road, Mableton GA 30126</p>

- Trip type: Day w/High Risk Activity      Domestic overnight w/High Risk  
Domestic Cruise      International cruise or travel
- Trip Destination/address: \_\_\_\_\_
- Date(s) of Trip: Leaving on: \_\_\_\_\_ Returning on: \_\_\_\_\_ No. of nights \_\_\_\_\_
- Type of accommodations during travel and at destination: \_\_\_\_\_
- Who is attending the trip:
  - Number of registered girls attending trip: \_\_\_\_\_ Age range of girls attending trip: \_\_\_\_\_
  - Program Level: (BR) (JR) (CD) (SR) (AM)
  - Number of approved adults attending trip: Female: \_\_\_\_\_ Male: \_\_\_\_\_
  - Number of Tag-a-longs: (see [Volunteer Essentials](#) for more information) \_\_\_\_\_ Girls \_\_\_\_\_ Boys
- How are you traveling: \_\_\_\_\_ Private passenger vehicles \_\_\_\_\_ Rental vans \_\_\_\_\_ Other
- Are you using a travel agent? No Yes If yes, name: \_\_\_\_\_

**Important information regarding extended travel including cruises and international travel:**

Extended Travel, cruises and international travel Insurance is required for all trips of (3) or more nights. An application for insurance will automatically be sent to the leader who completed this form and it must be received back in the office at least two weeks prior to the trip. Once the council receives all of the required documentation, including the Application for Extended Insurance and the premium – the leader who completed this form will be notified by email that travel is approved. All travel approval is tentative until the final email notification is received from the council. If you have any questions related to the insurance coverage please contact [riskmanagement@gsgatl.org](mailto:riskmanagement@gsgatl.org)

