

We Are Planning an Overnight Trip

What Do We Need to Do?

Your first step in planning for any overnight trip is to have the required training. See the “*What Outdoor Training Do I Need?*” flyer.

At least one leader or registered adult must have the appropriate outdoor training, Troop Travel training and First Aid/CPR. This training may be spread among several leaders/adults as long as those with the appropriate training are **on the trip** with the girls as required by Safety Wise. It is strongly suggested that all leaders have all of the needed training. If one takes ill, the trip may not need to be canceled.

You have the training and now you are planning the trip with your girls. Your next step is to decide where to go and where to stay.

You want to stay at a council site:

-If you plan to stay at Western NY GS council property, you need to complete the application for council property use: (Girl Scouts of Western New York, Inc. Girl Scout Application/Contract). There is a different form for each of the council locations. These forms are located in the Forms Library on their website: <http://www.gswny.org/Adults/FormsLibrary>.

Once you have completed the application, the application and monies are sent to council for approval and scheduling. A *copy* of this form must be sent to the Fairport Service Unit Outdoor Program Consultant. The OPC does not need to approve this form, but does need to keep a copy.

You want to stay overnight at a non-council site. This includes staying overnight in a lodge, hotel, cabin, an enclosed trailer, at the zoo or aquarium, someone's home (inside or out), state park, BSA or YMCA camp, KOA or other certified campground, church building, hostel, etc. This also includes another Girl Scout Council site (e.g. Seven Lakes Council).

-If you are planning a trip to a non-council site, you need to complete the form for “Troop Camping @ a Non GSWNY Site”. Once completed, this form **MUST** be sent to the OPC for approval **PRIOR** to being sent to council. The OPC will verify all information, verify training, and return the signed form to you. A copy is kept by the OPC. Then, you send the approved form to council.

You want to stay at a site outside the Girl Scouts of Western NY jurisdiction.

This includes another council property (e.g. Seven Lakes), Diamond Minds at Herkimer, Corning Glass Works, New York City, etc.

-If you are planning a trip outside the Girl Scouts of Western NY jurisdiction, you must complete the “Intent to Travel Application” **at least 3 months before your trip**. This form is located in the Forms Library on their website: <http://www.gswny.org/Adults/FormsLibrary>. Once completed, this form **MUST** be sent to the OPC (form states service unit manager) for approval **PRIOR** to being sent to council. The OPC will verify all information, verify training, and return the signed form to you. A copy is kept by the OPC. Then, you send the approved form to council. Remember to get it to the OPC in time to have it back and to council by the 3 month deadline.

Third Step: Make your activity plans, secure your reservations, complete any needed fund raising (follow Safety Wise and council guides) and above all HAVE FUN!