

Trip & High-Adventure Activity Procedure

Related Procedures

- Additional Activity Insurance Procedure
- Certificate of Insurance Procedure
- GSWPA Travel Checklist
- International Travel Checklist
- Safety Activity Checkpoints
- Transportation Procedure

Related Forms and Applications in Volunteer Essentials:

- [Additional Activity Insurance Request Form](#)
- [Certificate of Insurance Request Form](#)
- [Trip & High Adventure Application](#)

What is a Girl Scout Trip?

Any trip with a troop that involves one of the following is considered a Girl Scout trip and will require the submission of the Trip & High-Adventure Activity application:

- A trip involving travel of more than 200 miles round trip
- All overnight stays
- Any trip involving a high-adventure activity

What is a High-Adventure Activity?

Safety is always a priority for all who participate in Girl Scouting. High-Adventure activities include any activity that require additional safety precautions be taken to ensure the physical and emotional safety of the girls and adults participating. Some high-adventure activities are allowed, with council approval. High-adventure activities that have unpredictable safety variables and/or do not meet GSWPA's safety standards are not allowed. Both permitted and not permitted activities are included in this procedure.

When do I need to submit a Trip & High Adventure Activity Application?

You must submit a Trip & High Adventure Activity application to GSWPA if you will be taking your troop on one of the following:

- A trip involving travel of more than 200 miles round trip
- All overnight stays
- Any trip involving a high-adventure activity

Note: You do not need to submit a Trip & High Adventure Activity application for council-sponsored events or if you are camping at a GSWPA campsite.

What if I'm going on an International Trip?

The same processes apply for international travel but follow the Trip and High Adventure Application submission timeline for international trips (3 months for Canada and 1 year for all other international travel) to ensure proper review.

Permitted and Not Permitted High-Adventure Activities

The table below lists both permitted and not permitted high-adventure activities. To participate in high-adventure activities you must complete the Trip & High Adventure Activity Application and receive approval from council. *Remember, all high-adventure activities must be approved before you make any non-refundable deposits.*

Note, this list will be updated throughout the year.

Permitted High-Adventure Activities	Not Permitted High-Adventure Activities
<ul style="list-style-type: none"> • Horseback riding stable (requires staff approval) • Private Transportation/bus companies • Hayride • Indoor skydiving simulation or zero-gravity rooms • Gymnastics facility • Caving/spelunking • Challenge or rope courses • Rope or rock climbing • Target sports (archery/firearms/ax throwing) • Watercraft^, rentals, outfitters • Swimming/water sports • Zipline/canopy tours • High-Adventure outfitter • Water parks • Go-Carts • Pond/Lake Ice Skating • Rocketry 	<ul style="list-style-type: none"> • Uncontrolled free-falling such as: <ul style="list-style-type: none"> ○ Bungee jumping ○ Hang gliding ○ Parachuting ○ Parasailing ○ Skydiving ○ Moon bounce ○ Outdoor trampoline • Extreme variations of approved activities such as: <ul style="list-style-type: none"> ○ High-altitude climbing ○ Aerial tricks on bicycles, skis, snowboards, skateboards, water skis, and wakeboards • Hunting • Shooting a projectile at another person, such as paintball • Activities involving a motorized vehicle such as: <ul style="list-style-type: none"> ○ Jet skis ○ All-terrain vehicles ○ Motor bikes • Watercraft trips in Class V or higher • Zorbing • Flights in non-commercial aircraft**, such as: <ul style="list-style-type: none"> ○ Private planes ○ Helicopters ○ Sail planes ○ Untethered hot air balloons ○ Blimps

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What Do I Need To Participate In A High-Adventure Activity?

The following are the steps you need to take to participate in a high-adventure activity. For service units planning trips and activities, you can submit a single Trip & High Adventure Activity application for all troops attending the trip and/or activity. *Remember, all high-adventure activities must be approved before you make any non-refundable deposits.*

- 1) Review any Safety Activity Checkpoints related to your activities. Depending on the activity, some adults participating in the activity may need training certifications such as First Aid/CPR/AED or Outdoor Skills.
 - The Safety Activity Checkpoints can be found on the Online Support for Volunteers page of gswpa.org.
 - If you need a training certificate, we offer training for most certifications needed. All trainings are listed on the Events page of gswpa.org.
- 2) Verify that the site is approved and that there is a Certificate of Insurance on file with GSWPA. A list of insured sites and facilities that we have certificates of insurance for are listed on the Insured Sites and Facilities section of the Online Support for Volunteers page on gswpa.org.
 - **Note:** A Certificate of Insurance on file with GSWPA does not constitute that all activities provided by that facility are approved. It is up to the volunteer filling out the Trip & High Adventure Application to verify that the facility meets all guidelines in the Safety Activity Checkpoints before members can participate.
 - If a Certificate of Insurance is not on file with GSWPA, the volunteer filling out the Trip & High Adventure Application must request one from the facility. A sample request letter can be found on the Approved Sites and Facilities section of the Online Support for Volunteers page on gswpa.org.
 - GSWPA requires Certificate of Insurance with at least \$1,000,000 of insurance coverage from facilities and \$5,000,000 from transportation/bus companies.
- 3) Complete the following items:
 - Trip & High Adventure Application (required)
 - Attachments needed to complete the application:
 - Training Certifications (optional – depending on the high-adventure activity)
 - Current Certificate of Liability Insurance (optional – if not on file with GSWPA) (needed when there is a high adventure activity, any overnight, any trip using a bus /tour company, traveling more than 200 miles.
 - Additional Activity Insurance Fee ((required with non-members attending, any trip over 3 nights, any international trip
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 - Timeline for application submission:
 - 2 weeks prior: For activities at approved sites and facilities
 - 4 weeks prior: For activities that are not at approved sites and facilities
 - 3 months: For International Trips to Canada
 - 1 year: For all non-Canada international travel
 - All approved sites and facilities can be found on the Approved Sites and Facilities section of the Volunteer Resources page on gswpa.org.
 - Submit the above information using the online [Trip and High Adventure Application](#)

I submitted my application, what happens next?

After you have submitted your application and other required attachments, the Girl Program Specialists will review the information and contact the troop/group leader via email if further information is needed. The troop/group leader will be notified if their application has been approved or denied.

For all activities, please refrain from finalizing your plans until you have received approval. After you receive approval from GSWPA, you are responsible for making all reservations.