

Trip & High-Adventure Procedure

What is a Girl Scout trip?

Any trip that involves one or more of the following is considered a Girl Scout trip and requires a [Trip & High-Adventure Application](#):

- Any travel of 200+ miles round-trip
- Any overnight stays
- Any participation in a high-adventure activity:

What is a high-adventure activity?

Any activity that requires council approval according to [Safety Activity Checkpoints](#)—please review carefully as some are council-specific.

Safety is always a priority for all who participate in Girl Scouting. High-adventure activities include any activity that requires additional safety precautions 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 council's safety standards are not allowed. Both permitted and not permitted activities are included in this procedure.

Note: You do not need to submit a Trip & High Adventure Application for council-sponsored events or if you are camping at a Girl Scouts Western Pennsylvania campsite **unless you are traveling offsite for a high-adventure activity.**

What are the deadlines for application submissions?

Below are the submission deadlines. Please feel free to reach out to customer care at 800-248-3355 or customercare@gswpa.org if you have questions. We are happy to help to ensure an accurate and complete application.

Incomplete applications will delay the approval process. Please provide ALL necessary requirements when submitting to avoid delays. **Please know that it is our goal for Girl Scouts to participate in approved activities as often as possible, but late applications or applications with pending items cannot be guaranteed.**

Submit your application no later than:

- **TWO WEEKS** prior to activities at approved sites and facilities,
- **FOUR WEEKS** prior to activities that are not at approved sites and facilities,
- **THREE MONTHS** prior to travel to Canada, and
- **ONE YEAR** prior to all other international travel.

To be sure your application is received, check for an email from council—these sometimes go to spam/junk folders. You are always welcome to contact us to confirm!

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 Application and receive email approval from council. **Remember, all high-adventure activities must be approved before you make any non-refundable deposits.**

Note: this list does change periodically. Refer to [Safety Activity Checkpoints](#) or contact council if you are unsure of your activity.

Permitted High-Adventure Activities	Not Permitted High-Adventure Activities
<ul style="list-style-type: none"> • Horseback riding stable (requires site 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, axe throwing) • Watercraft, rentals, outfitters • Swimming, water sports • Zipline, canopy tours • High-adventure outfitter • Waterparks • 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 ○ Motorbikes • Watercraft trips in Class V or higher • Zorbing • Flights in non-commercial aircraft* such as: <ul style="list-style-type: none"> ○ Private planes ○ Helicopters ○ Sailplanes ○ Untethered hot air balloons ○ Blimps

* Please confirm ALL transportation details with [Safety Activity Checkpoints](#). Some have additional council requirements.

What steps do I take to prepare my Trip & High-Adventure Application

Remember, high-adventure activities must be council-approved before any non-refundable deposits are made.

1. Use your expected itinerary to review [Safety Activity Checkpoints](#) for ratio, activities, accommodations, and transportation. The itinerary will be required on the trip application.

2. Secure documentation of any necessary certifications such as First Aid/CPR/AED and Mandated Reporter Training. For council training (*Let's Go Travel, Let's Go Camping, Child Abuse and Neglect Training, archery, etc*) please be prepared with your trainer's name and date of the training.
 - a. If you need training, please check the [activities listing](#) for upcoming training. We offer training as we are able. We encourage planning ahead for ample time to book and complete any necessary training. Visit our [Volunteer Training](#) webpage for more information on training.

3. Verify that the site/facility is approved and there is a Certificate of Insurance on file with council.
 - a. To ensure the safety of our members, sites/facilities offering high-adventure activities must provide a Certificate of Liability Insurance as evidence that they carry the required amount of liability coverage.
 - b. If a Certificate of Insurance is needed but not on file with Girl Scouts Western Pennsylvania, the volunteer must request one from the site/facility. (Insured sites are listed [here](#) on our website.) A sample Certificate of Insurance request letter can be found on our website.
 - c. **Note:** A Certificate of Insurance on file with Girl Scouts Western Pennsylvania does not constitute that **all** activities provided by that facility are approved. It is up to the volunteer to verify that the facility meets all guidelines in the [Safety Activity Checkpoints](#) before members can participate. The staff reviewing your application may ask for these details.

4. Prepare your roster and list of approved volunteers. You will be required to provide a list of approved volunteers attending with contact information. Non-service unit trips fall into one of two categories:
 - a. **Troop Trip** – only registered girls (K-12) and council-approved volunteers

are in attendance.

- b. **Family Trip** – every Girl Scout must have an adult guardian with them for the duration of the outing.

6. **Complete the Trip & High-Adventure Application with ALL requirements included.** Service units can submit one Trip & High-Adventure Application for all troops attending the trip/activity.

Missing information or documents will add time to the review process and delay your approval email. To avoid delays, please provide ALL necessary requirements when submitting the application.

Submit your application no later than:

- a. **TWO WEEKS** prior to activities at approved sites and facilities,
- b. **FOUR WEEKS** prior to activities that are not at approved sites and facilities,
- c. **THREE MONTHS** prior to travel to Canada, and
- d. **ONE YEAR** prior to all other international travel.

I submitted my application. What happens next?

Submitted Trip & High Adventure Applications will receive an automated confirmation message. This is not an approval, but it is important to check you have this so you know your application has been received.

After you have submitted your application and all required attachments, a girl program specialist will review the information and contact you via email. (Turn-around time is dependent on many factors— please adhere to the requirements above and give extra time if possible.) If additional information or documents are necessary, they will let you know before issuing an approval or denial email.

Please note: A trip/activity is NOT approved until the review process is complete and council has issued an approval email.

To ensure the best use of Girl Scout and troop funds, please refrain from making any non-refundable bookings before you have an approval email. After you receive email approval from council, you are responsible for making all reservations.

Additional Resources

Below you will find links to additional resources or related procedures that you may find helpful. All of these can also be found by searching the [Forms Library](#) on gswpa.org.

- [Trip & High Adventure Application](#)
- [Safety Activity Checkpoints](#)
- [Insured Sites & Facilities](#)
- [Additional Activity Insurance Procedure](#)
- [Certificate of Insurance Procedure](#)
- [Certificate of Insurance Request Form](#)
 - This page includes information on obtaining council's Certificate of Insurance for an outside organization as well as information on obtaining a Certificate of Insurance from an outside organization to be submitted to council. Outside Certificates of Insurance may be submitted via the link provided or with your trip application.
- Girl Scouts Western Pennsylvania [Travel Checklist](#)