



UPDATED TRIP & ACTIVITY POLICY

Effective October 1st, 2025

TRIP/ACTIVITY CRITERIA:

A Girl Scout trip/activity must:

1. Be a valuable program activity for girls.
2. Be suited to ages/abilities of the girls and consistent with goals/principles of the Girl Scout Program.
3. Be a gift activity – planned, generated, produces, and performed by girls – with supervision from leaders.

TRIP/ACTIVITY ELIGIBILITY:

To be considered a Girl Scout troop/activity, the troop/group leaders must:

- Make sure there are a minimum of TWO registered, background checked, Volunteer Essentials trained leaders attending the trip/activity.
- Make sure all participants (girls and adults) are registered members of GSHH.
- Provide parents/caregivers with written details (date, time, locations, and brief description) of the trip/activity prior to its occurrence.
- Ensure the trip/activity meets all requirements in Safety Activity Checkpoints.
- Receive from parents/caregivers a signed Annual Permission and Health History Form.
- GSHH requires sharing all trip information with your Service Unit Manager.
- A completed Trip/Activity Form must be turned into GSHH and approved by GSHH for all high-risk activities as outlined in Safety Activity Checkpoints.

- A completed Trip/Activity Form must be turned into GSHH and approved by GSHH for all overnight activities. Extended trips (three or more nights) and international trips require advanced trip training.

TRIP/ACTIVITY TRANSPORTATION

It is both leader's responsibilities to ensure that each troop driver has/is:

- A registered GSHH member.
- A valid GSHH background check on file.
- At least 21 years of age.
- A valid driver's license and a car with adequate insurance.

TYPES OF GIRL SCOUT TRIPS/ACTIVITIES

Field Trips/Activities: A trip/activity within your community/service unit

- Travel Distance: Often short walking distance or car ride.
- Trip/Activity Length: Two or Three hours
- Examples: Firehouse, local parks, ice cream shops, etc.
- Approval: Service Unit Manager
- Trip/Activity Form Submission: No, unless considered high-risk activities as outlined in Safety Activity Checkpoints in which GSHH council approval is needed.

Day Trip/Activities: A trip/activity within or outside your Service Unit, but within the seven GSHH council jurisdiction.

- Travel Distance: Most day trips will require travel in a car, bus, or train.
- Trip Length: Six to eight hours
- Examples: Waterparks, amusement parks, museums, zoos, aquariums, etc.
- Approval: Service Unit Manager

- Trip/Activity Form Submission: **No, unless considered high-risk activities as outlined in Safety Activity Checkpoints in which GSHH council approval is needed.**

Overnight Trips/Activities: A trip/activity that may be within or outside your Service Unit and the GSHH seven county jurisdiction.

- Travel Length: Most overnight trips will require travel in a car, bus, or train
- Trip Length: 1-2 nights
- Examples: Camping, council-sponsored sleepovers, waterparks, hotels, etc.
- Approval: **Service Unit Manager and GSHH Council approval is required.**
- Trip/Activity Form Submission: **Yes**
- Requirements: All adults attending an overnight trip need to be GSHH members and background checked.

Extended Trips/Activities: A domestic trip/activity that may be within or outside your Service Unit. This trip may occur outside of the GSHH seven-county jurisdiction and/or New York state.

- Travel Distance: Most extended trips will require travel in a car, bus, train, or airplane.
- Trip Length: 3+ Nights
- Examples: Disney World, Washington D.C., Savannah, GA, etc.
- Approval: **Service Unit Manager and GSHH Council approval is needed.**
- Trip/Activity: Form Submission: **Yes**
- Requirements: All adults attending an overnight trip need to be GSHH members and background check. Purchase of Insurance 3P plan is required.

International Trips/Activities: An international trip/activity that is outside of the GSHH seven county jurisdiction and the USA.

- **Travel Distance:** Most international trips will require travel in a car, bus, train, airplane, or cruise ship.
- **Trip Length:** 3+ nights
- **Examples:** Mexico, Brazil, Italy, Japan, cruises, etc.
- **Approval:** **Service Unit Manager and GSHH Council approval is required.**
- **Trip/Activity Form Submission:** **Yes**
- **Requirements:** All adults attending an overnight trip need to be GSHH members and background checked. Purchase of Insurance 3P plan is required.

TRIP/ACTIVITY FORM REQUIREMENTS/PROCESS:

1. Girl Scouts Heart of the Hudson, Inc. reserves the right to deny any trip/activity if it is deemed not in compliance with Safety Activity Checkpoints and Council policies and guidelines.
2. A completed Trip/Activity form must be submitted within the deadlines to allow for processing time. Forms submitted after the deadline may be DENIED.
3. Trip/Activity Forms must be completed in FULL. Forms that are submitted incompletely will not be processed.
4. Submitting a Trip/Activity form does not constitute a trip/activity approval. An approval email will be sent to both leaders and the Service Unit Manager.
5. Providing misinformation could result in the trip not being covered by Girl Scout Heart of the Hudson Insurance and could increase personal liability.

TRIP/ACTIVITY REQUIRED TRAININGS/CERTIFICATIONS:

- **Day/Field Trips:** Volunteer Essentials, First Aid/CPR Certification
- **Overnight:** Volunteer Essentials, Sleep In, First Aid/CPR Certification

- Extended/International Trips/Activities: Volunteer Essentials, Sleep In
- Camping Trips: Volunteer Essentials, Sleep In, Cookout Out, Camp Out, First Aid/CPR Certification
- Fire Building/Outdoor Cooking: Cookout Out, Camp Out, First Aid/CPR Certification
- Swimming trips/Activities Lifeguard Certification, First Aid/CPR Certification
- Archery: Archery Certified Instructor
- Low Ropes: Low Ropes Certified Instructor
- Boating: Lifeguard/Boating Instructor