



Going Places with Girl Scouts

*Your go-to guide for trips, activities,
and properties at GSHH!*

Hey, Girl Scouts!

We've crafted your go-to resource for planning safe, successful, and memorable Girl Scout experiences. Whether you are organizing a simple troop activity, an overnight at a council property, a day trip, a high-adventure experience, or extended domestic or international travel, this guide was designed to support you through every stage of the planning process.

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One of the most important parts of planning a successful trip or activity is knowing who to contact and when to reach out. Council staff are here to serve as your knowledge experts throughout the planning process and help ensure that you are fully prepared every step of the way. From trainings and certifications to safety requirements, approvals, and overnight planning, connecting with the appropriate staff early can help prevent delays and make the experience smoother for everyone involved.

Know Who to Contact:



Volunteer Engagement:

- Trainings
- Certifications
- Safety Guidelines

Volunteer Engagement at
membercare@girlscoutshh.org



Property Reservations:

- GSHH Properties Reservations
- DoubleKnot
- Property Maintenance

Christina LaRosa at
membercare@girlscoutshh.org



Trips & Activities:

- Trip/Activity Inquiry
- Background Check Requests
- Trip Form Submission

Lynn Morales-Crocker at
membercare@girlscoutshh.org

Council-Wide Emergency Number:

1-845-558-9436

Council Emergency Number: For urgent Girl Scout-related emergencies requiring council assistance. If this is a life-threatening emergency, call 911 first. After contacting emergency services, notify the council emergency line.



Activities & Trips

Let's Discuss:

- Activities
- Trips
- Scenarios
- Requirements

Before planning your Girl Scout experience, it is important to understand the different parts of trip planning and what may be required along the way. Whether you are organizing a simple local outing or a larger overnight adventure, understanding these important pieces will help volunteers feel confident, prepared, and ready to support meaningful girl-led adventures.

STOP



Activities & Trips

What is an Activity?

An activity is an experience, program, or thing the girls are doing. It can be the main event or participation piece of the trip.

What is a Trip?

A trip is the travel experience that takes girls away from their normal meeting location in order to participate in an activity.

A Simple Way to Think About It

- The trip is where you are going
- The activity is what you are doing once you get there

Important Reminder

A trip can include multiple activities throughout the experience. For example, a weekend camping trip may include hiking, swimming, cooking, crafts, and lighting a campfire—all of those are activities within the larger trip.



Activities & Trips

Why Understanding the Difference Matters

It is important to understand the difference between a trip and an activity because the type of location you are visiting and the activities taking place there may require additional planning, certifications, instructors, or safety approvals.

For example, you may be staying at:

- A group lodging site
- A cabin
- A campsite
- A hotel
- A residential-style lodging location

Depending on the type of trip and lodging arrangement, there may be one activity or multiple activities taking place. A troop may be going on a camping trip, but during that trip girls could also participate in:

- Archery
- Badge Work
- Outdoor Cooking
- Boating
- Low Ropes

Important Reminder

Each activity may have its own safety requirements, certifications, trained adults, instructors, or Council approval process. Because of this, your Service Unit team and Council should always be made aware of your plans appropriately and in advance. Understanding the distinction between the trip itself and the activities happening during the trip helps volunteers plan more effectively and avoid issues during the approval process.





Scenarios & Examples

1. Ice Cream Shop

Trip: Traveling to the local ice cream shop

Activity: Participating in a tour and making your own ice cream sundaes

2. Museum Visit

Trip: Going to the science museum

Activity: Exploring exhibits and participating in a STEM workshop

3. Camping Weekend

Trip: Overnight camping at a Girl Scout camp

Activities: Hiking, cooking outdoors, singing campfire songs, and earning a badge

4. Broadway Show

Trip: Traveling to New York City

Activity: Watching a Broadway performance

5. Community Service Day

Trip: Visiting a local animal shelter

Activity: Volunteering and creating enrichment toys for the animals



Field Trips

A trip within your community/Service Unit

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

Day Trips

A trip within or outside your Service Unit, but within the seven-county GSHH council jurisdiction.

- Travel Distance: Most day trips will require travel in a car, bus, or train.
- Duration: Six to eight hours
- Examples: Waterparks, amusement parks, museums, zoos, aquariums, etc.
- Approval: Service Unit Manager
- Trip Form Submission: No, unless considered high-risk activities as outlined in Safety Activity Checkpoints in which GSHH council approval is needed.

Overnight Trips

A trip that may be within or outside your Service Unit and the seven-county GSHH council jurisdiction.

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



Types of Trips

Extended Trips

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

- Travel Distance: Most extended trips will require travel in a car, bus, train, or airplane.
- Duration: 3+ Nights
- Examples: Disney World, Washington D.C., Savannah, GA, etc.
- Approval: Approval from both Service Unit Manager and GSHH Council is needed.
- Trip Form Submission: Yes
- Requirements: All adults attending an overnight trip need to be GSHH members and background checked.

International Trips

An international trip/activity that is outside of the seven-county GSHH council jurisdiction and the USA.

- Travel Distance: Most international trips will require travel in a car, bus, train, airplane, or cruise ship.
- Duration: 3+ nights
- Examples: Mexico, Brazil, Italy, Japan, cruises, etc.
- Approval: Approval from both Service Unit Manager and GSHH Council is needed.
- Trip Form Submission: Yes
- Requirements: All adults attending an overnight trip need to be GSHH members and background checked.



Trip & Activity Requirements by Type

Travel Type	Eligibility		Training				Certifications					Annual		Approval		
	GS Membership	Adult Background Check	Volunteer Essentials	Sleep In	Cook Out	Camp Out	First Aid & CPR	Archery Instructor	Low Ropes Instructor	Boating Instructor	Lifeguard	Annual Permission Slip	Health History Form	Service Unit Manager	Trip Form Submission	Trip Form Submission if High Risk Activity or out of GSHH council
Field Trip	✓		✓				✓					✓	✓	✓		✓
Day Trip	✓		✓				✓					✓	✓	✓		✓
Overnight Trip	✓	✓	✓	✓			✓					✓	✓	✓	✓	
Extended Trip	✓	✓	✓	✓			✓					✓	✓	✓	✓	
International Trip	✓	✓	✓	✓			✓					✓	✓	✓	✓	
Specialized Trip																
Fire Building/ Outdoor cooking	✓	✓	✓	✓	✓										✓	
Camping with electricity and running water	✓	✓	✓	✓		✓	✓								✓	
Camping with tents and cabins	✓	✓	✓	✓		✓	✓								✓	
Activity												✓	✓			
Troop Meeting	✓	✓	✓				✓									✓
Service Unit Event (Recruitment or Retention)	✓	✓	✓				✓									✓
Archery	✓	✓	✓				✓	✓							✓	
Boating	✓	✓	✓				✓			✓	✓				✓	
Swimming	✓	✓	✓				✓				✓				✓	
Low Ropes	✓	✓	✓				✓		✓						✓	
High Risk Activity (as outlined in SAC)	✓	✓	✓				✓								✓	✓



Trip & Activity Form

Trip & Activity Form Overview

The Trip & Activity Form is the official approval and planning tool used to ensure all Girl Scout travel and higher-risk activities meet safety, supervision, and council requirements. It helps volunteers and staff confirm that trips are properly planned, appropriately staffed, and aligned with Safety Activity Checkpoints before girls participate.

When the Form Is Required

A Trip & Activity Form must be submitted for:

- Overnight trips (any length)
- Extended trips (3 or more nights, domestic)
- International travel
- Any travel outside of GSHH's seven-county footprint
- High-risk activities as defined by Safety Activity Checkpoints (SAC)

Key Requirements Before Submission

Before a Trip & Activity Form can be approved, troops must ensure:

- All participating girls and ADULTS are registered members
- At least two approved, background-checked, and trained volunteers are present
- Appropriate Volunteer Essentials and Safety Activity Checkpoints guidelines are followed
- Required certifications are completed
- Adult-to-girl ratios are met at all times
- A detailed itinerary, participant list, and emergency contacts are included

Submission Timeline

- Forms must be submitted at least 3 weeks prior to the trip or activity. This allows time for review, feedback, and approval before travel occurs.

Approval Process

- Service Unit Manager conversation takes place
- Troop/SU completes and submits Trip & Activity Form
- Council reviews submission (submission does not constitute an approval)
- Approval email is sent from council



Trip & Activity Checklist

To help ensure a safe, successful, and approved Girl Scout experience, all trips and activities must follow GSUSA and GSHH safety requirements and council guidelines. Before planning any trip or activity, volunteers should review the following requirements carefully.

1. Before participating in any Girl Scout trip or activity:
 - All girls attending must be currently registered Girl Scouts
 - All troop leaders must be registered members and have taken Volunteer Essentials training
 - All non-leader adults attending must be registered in the troop Adult Member role
 - All adults attending must have a GSHH approved background check on file
 - Follow proper girl-to-adult ratios based on grade level and activity type

2. Review Safety Activity Checkpoints:
 - Before planning any trip or activity, volunteers must review the applicable Safety Activity Checkpoints (SAC)

Review which Trainings and Certifications are needed:

- First Aid/CPR
- Archery
- Sleep In
- Lifeguard/Boating
- Cook Out/Camp Out
- Low Ropes

3. Notify Your Service Unit Manager (if applicable)
Troops should notify their Service Unit Manager about upcoming trips and activities.
Service Unit Managers can help:
 - Provide guidance and support
 - Confirm approval requirements
 - Answer planning questions

4. Finalize trip or activity paperwork:
 - Participant list (full names, emergency contacts info, trainings, etc).
 - Itinerary (detailed list of trip or activity with time frame and transportation).
 - Certifications (pertaining to trips).
 - Health forms and permission slips.

5. Submit a Trip & Activity Form (if applicable)
Trip & Activity Forms are required for:
 - Overnight trips
 - High-risk activities
 - Trips outside of the GSHH council jurisdiction



Before You Plan

Let's Discuss:

- Trainings
- Certifications
- Safety

Now that you know the difference between an activity and a trip, let's talk about what you may need before you go. Depending on the type of activity or trip you are planning, there may be specific trainings, certifications, safety requirements, and approvals required to help ensure the experience is safe, successful, and in alignment with our guidelines.





Before You Plan

Training and Certification Requirements

Before you begin planning any Girl Scout activity or trip, please be aware that specific trainings and certifications may be required depending on the type, location, and complexity of your trip. Reviewing these requirements early in your planning process is essential to ensure a smooth approval process and to avoid any delays or issues that may impact your ability to proceed.

Council approval may also be required depending on the type of the trip, so we strongly encourage all volunteers and troop leaders to plan ahead and confirm requirements before confirming travel, reservations, or commitments.

Why This Matters

Understanding training and certification requirements in advance helps ensure:

- Girl safety remains the top priority at all times
- Trips are approved without delays or last-minute changes
- Volunteers are fully prepared and confident
- Council guidelines and Girl Scout policies are met
- A positive and successful experience for all participants



Trainings



Volunteer Essentials

This is the first training to help the new Girl Scout volunteer get started. You'll be introduced to your volunteer role, responsibilities, and resources.

Required for all leaders.



First Aid & CPR

This course prepares you to recognize and care for a variety of first aid, breathing, and cardiac emergencies. While we offer CPR and First Aid courses, we also accept certifications completed through other approved training providers. Participants are responsible for ensuring that any outside certifications meet the requirements (see page 17).

Required for all overnight trips.



Sleep In

This training is required to take your troop on an overnight at an indoor facility with running water and electricity. This course should be completed prior to planning the overnight activity so that volunteers learn how to guide girl-led planning and progression.

Volunteer Essentials is a prerequisite for this training.

Required for all overnight trips.



Cook Out

This training teaches the basics of fire safety, how to build and manage a campfire, outdoor meal planning, and various cooking methods. Cook Out training is required prior to volunteers leading their troop in fire building and outdoor cooking activities. *Volunteer Essentials and Sleep In are prerequisites for this training.*

Required for all outdoor cooking.



Camp Out

This training is designed specifically for adult volunteers. Whether you're planning your first overnight or looking to brush up on your outdoor leadership skills, this training covers everything you need to know.

Volunteer Essentials is a prerequisite for this training.

Required for all camping (tent and primitive cabin).



Certifications

Please ensure you have finalized an instructor before submitting a trip form. If you need assistance booking an instructor, please reach out to Member Care at membercare@girlscoutshh.org.



Archery

An adult instructor(s) is required to be certified by the National Field Archery Association, USA Archery, or the Easton Foundation.
[View SAC page 205.](#)



Low & High Ropes

An adult instructor(s) is required to be certified by the Adventure Network. Please note that certifications are site-specific and are only valid for the campsite or location in which the training was completed.



Boating

An adult instructor(s) is required to be present at all boating activities and be certified or trained per the rowing section of the Master Progression chart.
[View SAC page 134.](#)



Lifeguard

A lifeguard(s) certified in American Red Cross Lifeguard training, YMCA Lifeguard, or with equivalent experience and one watcher are required to be present at all swimming activities. Additional lifeguards and watchers may be needed depending on the size of the group.
[View SAC pages 199-202.](#)



Safety First

Girl & Adult Ratios

Your group must have a minimum of two approved leaders present at all times. These volunteers cannot be related to each other, and at least one must be female.

You may need additional leaders depending on the size of the group, the ages and abilities of troop members, and for travel or certain types of activities.

All adults attending must:

- Be 18 years or older (or over 21 to drive youth Girl Scouts)
- Be a registered adult member
- Have a current background check on file
- Have taken Volunteer Essentials training

Girl Scout Volunteer-to-Youth Ratios	Group Meetings		Events, Travel, and Camping	
	Two Troop Leaders or Co-Leaders (Girl Scout registered members, unrelated, at least one of whom is female, with background checks and Volunteer Essentials Training) for:	One Additional adult volunteer (registered Girl Scout member. Background check needed if attending 50% or more meetings) to each additional:	Two Troop Leaders or Co-Leaders (Girl Scout registered members, unrelated, at least one of whom is female, with background checks and Volunteer Essentials Training) for up to this number of youths:	One Additional adult volunteer (registered Girl Scout member with background check) to each additional:
Please Note ALL Youth In Ratio Guidelines				
Girl Scout Daisy (Grades K-1)	12	1-6	6	1-4
Girl Scout Brownie (Grades 2-3)	20	1-8	12	1-6
Girl Scout Junior (Grades 4-5)	25	1-10	16	1-8
Girl Scout Cadette (Grades 6-8)	25	1-12	20	1-10
Girl Scout Senior (Grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassador (Grades 11-12)	30	1-15	24	1-12

Background Checks

An automatic email from Asurint is sent upon registration for the Adult Member role.

- Background check fee is \$6.25.
- Results are valid for three (3) years from the date of completion.
- Council support is available upon request at membercare@girlscoutshh.org.
- Girl Scouts Heart of the Hudson (GSHH) only accepts background checks completed through our approved vendor, Asurint.
- Background checks are a required and essential part of our volunteer screening process, helping ensure the safety and well-being of all members and participants.



Safety First



First Aid & CPR Certifications

Safety Activity Checkpoints provides details on the approved certification programs for a Girl Scout First Aider, as well as a list of professional licenses that meet the requirements for a First Aider, such as an RN, physician, or EMT. We recognize that licensed medical professionals with a valid Pediatric CPR certification can meet these requirements.

Important Reminders:

- All overnight trips require a First Aid and CPR certified adult member.
- All certifications must align with current Girl Scout Safety Activity Checkpoints standards.
- It is the responsibility of the troop/volunteer to ensure documentation is current and meets all listed requirements prior to any activity.
- When in doubt, verify credentials by submitting a case to membercare@girlscoutshh.org.

Your First Aid/CPR must cover

1. First Aid
2. CPR (Cardiopulmonary Resuscitation)
3. AED (Automated External Defibrillator)
4. Pediatric Care
5. Adult Care

Medical Professionals may submit

1. Valid and current medical license (NYS) in place of traditional First Aid certification
2. CPR/AED certification for Pediatrics and Adults

Accepted Organizations

To ensure consistency and safety standards, all First Aid/CPR/AED certifications must be obtained through recognized and approved organization. We recommend the following:

- American Health & Safety Institute
 - MEDIC First Aid Pediatric Plus CPR, AED
- American Red Cross
 - Adult and Pediatric First Aid/CPR/AED
- American Heart Association
 - Heartsaver Pediatric First Aid CPR AED Training





Safety First

Transportation Guidelines

Safe transportation planning is an important part of every Girl Scout trip and activity. Volunteers are responsible for ensuring that all transportation arrangements follow GSUSA, GSHH, and Safety Activity Checkpoints guidelines to help provide a safe and successful experience for all participants.

Driver Requirements

Any adult transporting girls must:

- Be at least 21 years old
- Be registered and background checked
- Must be in the troop driver role
- Have a valid driver's license
- Maintain current vehicle registration and insurance
- Drive a safe and properly maintained vehicle
- Follow all local and state traffic laws

Vehicle Safety Expectations

Before departing, volunteers should ensure:

- Every passenger has their own seat belt
- Vehicles are in safe operating condition
- Tires, brakes, lights, and windshield wipers are functioning properly
- Emergency contact information is accessible
- First aid supplies are available
- Girls understand vehicle safety expectations before departure





Reservations

Let's Discuss:

- Our Camps
- Our Program Centers
- Reminders



Since you've learned about safety requirements and expectations, let's explore how to apply what you've learned while visiting a camp, property, or activity site or during a trip. You'll also learn more about what GSHH has to offer through our camps and properties, including available spaces, amenities, and important guidelines to help create a safe, prepared, and successful experience for everyone involved.



Reserve our Camps

*indicates that seasonal activities such as archery, boating, low ropes, and swimming may be available.



Camp Wendy *Wallkill, NY* *

Camp Wendy has 56 acres of gently rolling hills, winding trails, beautiful forests, and a 13-acre lake nestled in the foothills of the Shawangunks in the hamlet of Wallkill, Ulster County. It is also the home of the GSHH Archive Museum. The large lake can be used for boating or fishing.



1 Cabin: Sleeps 15



1 Platform Tent Area:



Dining Hall available

- 5 tents with 4 beds

Rock Hill Camp *Mahopac, NY* *

Rock Hill's 190 wooded acres provide the perfect setting for a variety of activities, allowing you and your girls several different ways to enjoy being outdoors! In addition to a lake for boating and swimming, there are hiking trails, an archery range, low, mid, and high ropes courses, a large game field, and plenty of program spaces for troop meetings, badge work, crafts, or games.



3 Cabins: Sleeps 4 adults, 16 girls



4 Platform Tent Areas:

- 8 tents, sleeps 4

1 Platform Tent Area:

- 8 tents, sleeps 3



Dining Hall available



Camp Addisone Boyce *Tomkins Cove, NY* *

Camp Addisone Boyce (CAB) is the perfect place to get back to nature. CAB boasts a large lake where Girl Scouts can conduct pond studies and frog counts, go fishing, and work on their boating and PFD skills. CAB also has multiple trails for hiking, a low ropes course, an archery range, a large game field, and outdoor program spaces. There's something for all Girl Scouts at this camp!



3 Cabins: Sleeps 10



1 Platform Area:

- 5 Tents, sleeps 4



Dining Hall available



Reserve our Program Centers



Betty Taubert Girl Scout Program Center *Scarsdale, NY*

Named after Betty Taubert, a volunteer who worked tirelessly to advance Girl Scouting in Scarsdale, this house has two kitchens, a large meeting space with a fireplace, and an overnight sleeping area. A caretaker lives on the property.

- Overnight Capacity: 24 – downstairs only
- Day Capacity: 100 upstairs and 50 downstairs
- Parking: Unlimited



Crestwood Girl Scout Program Center *Yonkers, NY*

This year-round cabin has a kitchen with appliances and a large meeting room.

- Overnight Capacity: 10
- Day Capacity: 40
- Parking: 6 cars
- Availability: year-round for meetings, training classes, programs



Fannie Fay Girl Scout Program Center *Beacon, NY*

Named in memory of Fannie Fay Morrison, this house was built as a barracks by the Civilian Conservation Corp in the 1930s and has been in our possession for over 70 years. This 4-room building has two meeting rooms and a kitchen with appliances.

- Overnight Capacity: 10
- Day Capacity: 35-large meeting room; 15-small meeting room
- Parking: 5 cars in the lot across the street
- Availability: year-round for meetings, training classes, and programs



Larchmont/Mamaroneck Girl Scout Program Center *Larchmont, NY*

Until 1938, this building served as the little brick railroad station for the the Boston-Westchester commuter train. Since then, the house has been well used by Girl Scouts. This space has one large meeting room, a large kitchen, and a fireplace.

- Overnight Capacity: 12
- Day Capacity: 60
- Parking: 10 cars
- Availability: year-round for meetings, training classes, and programs
- Available weekdays and weekends



New Rochelle Girl Scout Program Center *New Rochelle, NY*

This house was built by the Girl Scout community in 1951. It includes two large rooms with fireplaces (one on each floor), a kitchen with appliances, and a stage on the main level.

- Overnight Capacity: 15 (upstairs only)
- Day Capacity: 70
- Parking: 3 cars in driveway; street parking permitted
- Availability: year-round for meetings, training classes, and programs



Port Chester Girl Scout Program Center *Portchester, NY*

The Girl Scout House in Port Chester has a large room with a fireplace, a kitchen with appliances upstairs, and a large meeting room downstairs.

- Overnight Capacity: 12 (upstairs only)
- Day Capacity: 60 on each level
- Parking: Street parking only
- Availability: year-round for meetings, training classes, and programs



Tuckahoe Eastchester Girl Scout Program Center *Eastchester, NY*

Built in 1958, this house was made possible by the profits from Girl Scout cookies. The Girl Scout House in Tuckahoe-Eastchester has meeting spaces on both floors, kitchen facilities with appliances, two fireplaces, and a downstairs stage.

- Overnight Capacity: 12 (upstairs only)
- Day Capacity: 50 on each floor
- Parking: 15 cars
- Availability: year-round for meetings, training classes, and programs



Reservation Reminders



Review Available Properties

Before submitting your reservation request, take time to review the available GSHH properties and determine which location best fits your troop's needs.

- Some properties may require additional trainings or certifications depending on the activities planned.
- Certain amenities or activity areas may only be available seasonally.
- Properties may have different check-in/check-out procedures.

Submit Your Reservation Request

Once you have selected a property, submit your reservation request through our designated DoubleKnot system.

- Submitting a request does not guarantee approval.
- Reservations should be submitted well in advance whenever possible.
- Some activities may require additional council approval.

Await Confirmation

After your reservation request is reviewed, you will receive confirmation information if approved.

- Do not travel to a property unless you have received official confirmation.

(If Applicable)

Submit Your Trip & Activity Form

Certain trips and activities require a form submission for council review and approval.

Trip Forms should be submitted:

- At least 3 weeks in advance
- Prior to confirming final travel arrangements
- Before participating in high-risk activities
- For overnight, extended, and international travel experiences
- Council approval must be received before moving forward with applicable trips and activities.



Preparation Made Easy

Prepare for Arrival

Before departing, ensure your troop is fully prepared for the trip.

Recommended preparation includes:

- Confirming final attendance numbers
- Bringing required health forms and permission slips
- Packing first aid supplies
- Reviewing safety expectations with girls and families
- Confirming required trainings and certifications
- Preparing meal plans and activity schedules
- Reviewing weather conditions and packing appropriately

Property Expectations

Girl Scouts are expected to help care for council properties and outdoor spaces by practicing these principles:

- Respect nature and wildlife
- Stay on designated trails and activity areas
- Leave natural spaces as they were found
- Avoid damaging plants, trees, or structures
- Clean up all trash and personal belongings before departure

Our goal is to preserve properties for future Girl Scouts to enjoy.

Cleaning Responsibilities

Troops are responsible for leaving properties clean, organized, and ready for the next group. Cleaning expectations may include:

- Sweeping and wiping down surfaces
- Cleaning bathrooms and kitchens
- Removing trash and recycling
- Returning furniture and supplies to their original locations
- Extinguishing fires completely when permitted
- Checking for forgotten items before departure

Carry In, Carry Out Facilities

Our campsites and outdoor areas operate as “carry in, carry out” facilities. This means troops are responsible for:

- Bringing all necessary supplies
- Removing all garbage and recycling
- Transporting leftover food and materials off property
- Leaving the site completely cleaned upon departure

Report Damages or Maintenance Concerns Immediately

If damage, safety concerns, or maintenance issues are identified during your stay, please report them immediately. Examples may include:

- Broken equipment or furniture
- Plumbing or electrical concerns
- Unsafe conditions
- Missing supplies



Resources

Let's Discuss:

- Are You Travel Ready? Quiz
- Resources Index
- Glossary
- FAQ

Now that you've learned about the essentials for traveling with Girl Scouts, let's explore the resources available to help make your planning process easier and more organized. We offer a variety of tools designed to help you plan with confidence. These resources are here to support you every step of the way so you can focus on creating safe, meaningful, and memorable experiences for your girls.





Resources



Trip & Activities

- [Trip & Activity Form](#)
- [Single Permission Slip](#)
- [Annual Permission Slip](#)
- [Girl Health History Form](#)
- [Adult Health History Form](#)
- [Accident Reporting Form \(A\)](#)
- [Incident Reporting Form \(B\)](#)
- [Trip & Activity Form FAQ](#)
- [Local Trips & Activity Ideas](#)
- [Trip Itinerary](#)
- [Trip Participant List](#)
- [Individual Packing List](#)
- [Troop Packing List](#)

Trainings & Certifications

- [Training/Certification Calendar](#)
- [Volunteer Essentials](#)
- [Volunteer Partnership Handbook](#)
- [Safety Activity Checkpoints](#)
- [First Aid & CPR Approved Providers](#)

Property Requests

- [Property Request Form-Day](#)
- [Property Request Form-Overnight](#)

Need More Support?

- Attend our Traveling with Girl Scouts office hours for live support, Q&A, and planning guidance.
- Reach out to our travel expert anytime at membercare@girlscoutshh.org for personalized assistance.





Are You Travel Ready?

Trip vs. Activity Basics

1. Which of the following ALWAYS requires a Trip/Activity Form?
 - A. Library visit within your town
 - B. Overnight troop camping trip
 - C. Park clean-up in your service unit
 - D. Regular troop meeting
2. True or False: Day trips within the GSHH seven-county footprint never require approval under any circumstances.
3. A troop is planning a museum visit in their Service Unit and then returning home. What applies?
 - A. No form needed
 - B. Trip/Activity Form required
 - C. Only parent permission required
 - D. Service Unit approval required

Approvals & Timing

4. Trip/Activity Forms must be submitted how far in advance?
 - A. 1 week
 - B. 2 weeks
 - C. 3 weeks
 - D. 1 month
5. Submitting a Trip/Activity Form means your trip is automatically approved.
True / False
6. Who must approve trips outside the GSHH footprint or high-risk activities?
 - A. Troop leader only
 - B. Service Unit Manager only
 - C. Service Unit Manager + GSHH Council
 - D. Parents

Training & Certifications

7. For day/field trips, leaders must have:
 - A. Volunteer Essentials + First Aid/CPR
 - B. Only Volunteer Essentials
 - C. Only CPR certification
 - D. No training required
8. Overnight trips require which additional requirement?
 - A. Sleep-In training
 - B. Driver's license verification
 - C. Cookie training
 - D. No additional requirements

Requirements & Compliance

9. True or False: All adult volunteers attending overnight trips must be registered, background checked, and current GSHH members.
10. If a troop submits incomplete or incorrect trip paperwork, what could happen?
 - A. Automatic approval
 - B. Trip is delayed but guaranteed approval
 - C. Trip may be denied
 - D. Nothing; it will be fixed later

Scenario-Based Questions

11. A troop wants to go apple picking 30 minutes away within their Service Unit and then go to local park. What is required?
 - A. Full Trip/Activity Form
 - B. Service Unit Manager approval only
 - C. Nothing beyond normal troop planning and ratios
 - D. Council approval
12. A troop is planning a 4-day overnight trip to another state. Which applies?
 - A. No form needed since it's domestic
 - B. Trip/Activity Form + Council approval required
 - C. Only parent permission needed
 - D. Only driver approval needed
13. A leader submits a trip form the day before departure. What is the most likely outcome?
 - A. Automatic approval
 - B. Denied due to late submission
 - C. Approved with conditions
 - D. Approved if safety plan is good

Safety Mindset

14. True or False: Girl Scout travel approval is designed to prevent fun trips.
15. Best description of Safety Activity Checkpoints is:
 - A. Optional suggestions
 - B. Required safety standards for all Girl Scout activities and trips.
 - C. Only for international travel
 - D. Only for leaders new to Girl Scouts

Scoring Guide

- 13–15 Correct: Travel Ready Leader
10–12 Correct: Nearly Trip Ready
7–9 Correct: Developing Knowledge
0–6 Correct: Needs Support; Not Travel Ready

Answer Key

- 1.B 2.False 3.D 4.C 5.False 6.C 7.A 8.A
9.True 10.C 11.C 12.B 13.B 14.False 15.B

Glossary

Activity

An experience, program, or event that girls participate in during a trip or meeting. Activities may include hiking, archery, swimming, badge work, outdoor cooking, STEM workshops, and more.

Adult Member

A designated volunteer role required for non-leader adults attending Girl Scout meetings, trips, or activities. Adults in this role must be registered members and background checked.

Background Check

A required screening process for adults participating in Girl Scout activities or supervising girls. Background checks help ensure girl safety and must remain current according to council guidelines.

Camp Out

A required training for volunteers leading tent camping or primitive cabin experiences. This training covers outdoor leadership, camp setup, safety, and overnight preparation.

Cook Out

A training that teaches outdoor cooking, fire safety, meal planning, and campfire management.

Day Trip

A trip occurring within or outside of a Service Unit but within the GSHH jurisdiction that typically lasts several hours and does not include an overnight stay.

DoubleKnot

The reservation platform used by GSHH for booking council properties, camps, and amenities.

Extended Trip

A domestic trip lasting three or more nights that may occur outside the GSHH jurisdiction or New York State.

Field Trip

A short local trip within the community or Service Unit, often lasting only a few hours.

First Aid & CPR

Required certifications that prepare volunteers to respond to medical emergencies, injuries, breathing emergencies, and cardiac incidents.

GSHH

Girl Scouts Heart of the Hudson, Inc.

High-Risk Activity

An activity identified within Safety Activity Checkpoints that requires additional safety precautions, certifications, instructors, or council approval.

International Trip

A trip taking place outside of the United States that requires council approval and additional planning requirements.

Overnight Trip

A trip involving one or more overnight stays that requires council approval and Trip Form submission.

Volunteer Essentials

The foundational training required for all troop leaders and volunteers. This training introduces Girl Scout policies, volunteer responsibilities, and available resources.

Safety Activity Checkpoints (SAC)

GSUSA safety guidelines outlining required procedures, certifications, ratios, supervision expectations, and safety standards for specific activities.

Service Unit

A geographic support network made up of local Girl Scout troops and volunteers within a specific community or region.

Service Unit Manager (SUM)

A volunteer leadership role that supports troops within a Service Unit, assists with communication and guidance, and oversees the entire Service Unit.

Sleep In

A required training for indoor overnight experiences with running water and electricity.

Trip

The travel experience that takes girls away from their normal meeting location to participate in an activity.

Trip & Activity Form

A council form used to notify and obtain approval for applicable trips and activities, including overnight, high-risk, extended, and international travel.





FAQ

Q: What is the distinction between a "Trip" and an "Activity"?

A: In compliance with GSHH standards, a Trip refers strictly to the logistical travel experience that takes participants away from their primary meeting location (the where). An Activity denotes the specific programming, events, or exercises conducted upon arrival (the what).

Approvals

Q: Do I need Council approval for a regular troop meeting field trip?

A: If it is a local trip within your community or Service Unit lasting only 2–3 hours, you only need approval from your Service Unit Manager, not Council. However, if the field trip involves a high-risk activity, you must submit a Trip & Activity Form to Council.

Q: When is a Trip & Activity Form strictly required?

A: You must submit the form to Council for:

- Any overnight trip (1 or more nights).
- Extended domestic or international travel.
- Any day trip that includes a high-risk activity.
- Trips outside of the GSHH seven-county jurisdiction

Q: How far in advance must I submit the Trip & Activity Form?

A: The form must be submitted at least 3 weeks in advance and before you make any non-refundable travel arrangements or payments.

Supervision & Safety

Q: Can a married couple serve as the two required adults for a trip?

A: No. Every trip or meeting requires at least two approved, unrelated leader, and at least one of them must be female.

Q: Do all adults attending a troop camping trip need a background check?

A: Yes. Any adult participating in an overnight trip must be a registered Girl Scout member and have an approved, cleared background check on file.

Q: How long is a background check valid, and how much does it cost?

A: Background checks are processed through Asurint, cost \$6.25, and are valid for three (3) years.

Training & Certifications

Q: What training do I need to take my troop camping in tents?

A: You must complete Volunteer Essentials, Sleep In (indoor overnights), and Camp Out (primitive/tent camping).

Q: Can I facilitate an archery or ropes course session for my troop?

A: Only if you hold a verified, current certification from a recognized vendor approved by Council (such as USA Archery or Adventure Network). Otherwise, you must hire a Council-approved, certified instructor to run the activity.

Q: What are the requirements for a First Aid/CPR certificate?

A: The certification must be current and explicitly cover First Aid, CPR, AED, and both Pediatric and Adult care. A First Aid/CPR-certified adult is required for all overnight trips.

Property & Reservations

Q: How do I book a GSHH camp or program center?

A: All property reservations must be made online through the DoubleKnot system. For assistance or property questions, you can contact membercare@girlscoutshh.org.

Q: Can we leave our trash in the camp bins when we check out?

A: No. All GSHH outdoor campsites operate on a strict "Carry In, Carry Out" policy. Your troop is responsible for taking all trash with you and leaving the site clean for the next group.

