

## Forms 101: Taking Trips

Taking a Trip? All of the information and proper documentation is listed below to help you have a successful adventure. *Protect yourself by taking the time to complete all necessary documentation.*

- Keep permission slips and health forms with you on trips. Slip these in a folder, envelope, or binder and keep them in your day pack along with a first aid kit.
- Always have a copy of a blank [Incident Report](#) with you, just in case something happens.
- **All adults who are transporting girls or attending activities/events must be registered and background screened!** Any tag-alongs require the purchase of additional insurance. Andrea will help you with this: 904-421-3480 or ameires@girlscouts-gateway.org
- Always review [Safety Activity Checkpoints](#) prior to an event or outing for required precautions, equipment, trainings, and certifications.

### Day Trips

- ❖ Day Trips are defined as any trip that occurs away from your normal meeting space and do not include an overnight experience and require the following:
  - ✓ [Taking Trips Webinar](#)
  - ✓ [Trip Application](#) – submitted to Community Leader for review at least 10 days before your trip.
  - ✓ [Parent Permission Form](#)
  - ✓ [Health Form](#)
  - ✓ [Outdoor Adventure Waiver](#) (depending on activity)
  - ✓ [Photo Release](#) (optional)
  - Disclaimer: The Day Trip Application is not required when attending a Gateway or community hosted event

### Overnight Trips

- ❖ Overnight Trips are defined as staying overnight, NOT including camping, and require the following:
  - ❖ [Taking Trips Webinar](#)
  - ✓ [Trip Application](#) – submitted to Community Leader for review at least 10 days before your trip.
  - ✓ [Parent Permission Form](#)
  - ✓ [Health Form](#)
  - ✓ [Outdoor Adventure Waiver](#)
  - ✓ [Photo Release](#) (optional)

## Camping Trips

- ❖ Gateway Property Camping (level 1) is defined as staying at North Fork or Camp Kateri and requires:
  - ✓ [Camping Application](#) – submitted to Andrea for review at least 10 days before your campout.
  - ✓ [Parent Permission Form](#)
  - ✓ [Health Form](#)
  - ✓ [Outdoor Adventure Waiver](#)
  - ✓ [Photo Release](#) (optional)
  
- ❖ Off Gateway Property Camping (Level 2) is defined as staying at any location *other than* North Fork or Camp Kateri and requires:
  - ✓ [Camping Application](#) – submitted to Andrea for review at least 10 days before your campout.
  - ✓ [Parent Permission Form](#)
  - ✓ [Health Form](#)
  - ✓ [Outdoor Adventure Waiver](#)
  - ✓ [Photo Release](#) (optional)

Reservations are made online via [girlscouts-gateway.org](http://girlscouts-gateway.org) or call Andrea for assistance at 904-421-3480.

<b>Community</b>	<b>Community Leader</b>	<b>Email Address</b>
2	Amanda Varrasse	<a href="mailto:avarrasse@girlscouts-gateway.org">avarrasse@girlscouts-gateway.org</a>
3	Amanda Varrasse	<a href="mailto:avarrasse@girlscouts-gateway.org">avarrasse@girlscouts-gateway.org</a>
4	Bobbi Reynolds	<a href="mailto:breyolds@girlscouts-gateway.org">breyolds@girlscouts-gateway.org</a>
5	Brigitte Jones	<a href="mailto:bjones@girlscouts-gateway.org">bjones@girlscouts-gateway.org</a>
6	Beth Osburn	<a href="mailto:bosburn@girlscouts-gateway.org">bosburn@girlscouts-gateway.org</a>
7	Tori Tabbot	<a href="mailto:tmtabbot@girlscouts-gateway.org">tmtabbot@girlscouts-gateway.org</a>