

Day Trips are any daytime trips away from the regular group meeting place and outside the regular meeting time. Girls might plan an all day visit to a place of historical interest, bringing their own lunch. Other Day Trips might involve planning a trip to the local aquarium with lunch at a nearby restaurant or going to dinner and a movie. Younger girls can select locations and do much of the trip planning, while never being too far from home.

✓	What	Who	Details	Deliver to
<input type="checkbox"/>	Girl Health History Form	Parent/Guardian	This form should be completed at the beginning of every Girl Scout year and the Troop Leader/Adult-in-Charge should keep a copy of it at all meetings and on all group/troop activities/trips.	Leader/ Adult-in-Charge and Council at CustomerCare
<input type="checkbox"/>	Complete Group Travel Training	Troop Leader/Adult-in-Charge	Online Training must be completed prior to activity/trip. Access through your gsLearn from your myGS home screen. Questions: CustomerCare	N/A
<input type="checkbox"/>	Day Trip Application	Troop Leader/Adult-in-Charge	No later than 2 weeks prior to activity/trip. Must be approved prior to completing Insurance Request Form.	Service Unit Mgr (SUM) and Council at CustomerCare
<input type="checkbox"/>	Changes to Trip Application (all) (if necessary)	Troop Leader/Adult-in-Charge	No later than 2 weeks prior to activity/trip. Approved Day Trip Application must be attached to Insurance Request Form. Insurance Request Form takes 3-5 business days to process.	Council at CustomerCare
<input type="checkbox"/>	Girl Scout Annual Permission Form	Parent/Caregiver	Complete and return to Troop Leaders no later than 2.5 weeks prior to activity/trip.	Leader/ Adult-in-Charge
<input type="checkbox"/>		Troop Leader/Adult-In-Charge	Confirm that permission and health forms are in your possession for every Girl & Adult member participating.	Council at CustomerCare

At/on the day of the event:

- At least one (1) Group Travel-trained adult must be present for the duration of the activity/trip.
- Identify one Emergency Contact that will not be attending the trip, this volunteer must be a registered member of Girl Scouts
- At least one (1) First Aid/CPR certified adult must be present for the duration of the activity/trip (medical professionals qualify).
- The required adult*-to-girl ratio must be met for the duration of the activity/trip. See page 2 for details.
- Make sure you have a [Girl Health History Form](#) or a [Adult Health History Form](#) for each person in attendance.
- Have on file: [Girl Scout Annual Permission Form](#) for all girls in attendance.
- Completed [Uninsured Attendee Waiver Forms](#) for all uninsured attendees.**
**Uninsured attendees include any non-registered parents/guardians and tagalongs (siblings, friends, etc.) for whom the event is not intended. See reverse for insurance information.
- Carry the [GSH Emergency and Virus Contact Card](#) card with you on this day trip and whenever you're meeting with Girl Scouts.
- Internet access to our on-line [Incident Report](#) or blank [Incident Report Form\(s\)](#) in case of emergency.
- Give a copy of your list of attendees (roster) to your Emergency Point of Contact.
- Remember, Girls never drive other Girls. Drivers must be over 18, current members with a background check on file with GSH Council.

Adult-to-Girl Ratios for Girl Scout Activities/Trips

Girl Scout adult-to-girl ratios show the minimum number of adults* needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of all girls. For example, if one adult needs to respond to an emergency, a second adult is always on hand for the rest of the girls. Please refer to the chart below.

*The term “adult” refers to an individual who is at least 18 years of age and has been approved as a volunteer by Girl Scouts of Hawai‘i

Adult-to-Girl Ratios for Girl Scout Activities/Trips	Group Meetings	Events, Travel, and Camping		
	Girl Scout adult-to-girl ratios show the minimum number of adults* needed to supervise girls. These supervision ratios were devised to ensure the safety and health of all girls. For example, if one adult needs to respond to an emergency, a second adult is always on hand for the rest of the girls.	One additional volunteer to each additional:	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:
*The term “adult” refers to an individual who is at least 18 years of age and has been approved as a volunteer by GSH	up to 12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

Insurance Information

All registered GSUSA members are automatically covered under Plan 1: Basic Accident Insurance provided that the activity/trip is:

1. Approved Girl Scout activity/trip
2. Girl Scout-supervised activity/trip, and
3. Intended for all attendees. For all other scenarios, please refer to the table below. Refer [Volunteer Essentials](#) for further information regarding Girl Scout activity insurance.

Complete the [Insurance Request Form](#) online.

Plan	Required when...	Coverage	Cost
Plan 2: Accident Insurance	Required to be purchased for all in attendance (including Girl Scout members) whenever there are non-Girl Scout members in attendance. See Coverage for further details.	Plan 2 Insurance covers 100% of the attendees (members and non-members) as long as the event is intended for them (i.e.: families can attend “Family Events”).	\$0.11 per person/per day with minimum of \$5.00 or 45 people.
Plan 3E: Accident & Illness Insurance	Required when length of trip is three (3) nights or more (with exception of international trips—see Plan 3PI). See Coverage for further details.	Plan 3E Insurance covers 100% of the attendees (members and non-members) as long as the event is intended for them (i.e.: families can attend “Family Events”).	\$0.29 per person/per day with minimum of \$5.00 or 18 people.
Plan 3PI: Accident & Sickness Insurance-International	Required for all international trips. See Coverage for further details.	Insurance covers 100% of the attendees (members and non-members) as long as the event is intended for them (i.e.: families can attend “Family Events”).	\$1.15 per person/per day with no minimum.

****All others who are not covered by these plans (usually non-members for whom the event is not intended) must complete the [Uninsured Attendee Waiver Form](#)**