

TRIP APPLICATION SUPPLEMENTAL INFORMATION

This completed form should be submitted to Council and your Service Unit Manager before the trip as noted. This will inform them of your plans and will insure she/he has the necessary information in the case of an emergency

This is a Simple Overnight Trip (submit at least 3 days prior to the trip)
 Extended Overnight High Adventure International Trip (submit at least 30 days prior to the trip)

Date of Submitted	Date of Trip	Activity	Location

Contact Information			
Service Unit No./Group		SU Manager Name	
SU Manager Main Phone		SU Manager Email	
Leader/Adult In-Charge Name		Troop Number/Level	
Leader/Adult In-Charge Main Phone		Troop #/Level	
Leader/Adult In-Charge Address			

ROSTER: Girl Name/Caregiver Name	Troop #	Cohort/Pod	Sleeping Block
Example: Mia Dellia/mom: Susyn Marks-Dellia	423	Group 1: Menehunes	Block A
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

SLEEPING BLOCK DESCRIPTION	Unit/Location	Max Capacity	Capacity Use
<i>Describe each room/unit: Home, Tent, Cabin, Hotel, etc.</i>		<i>Allowable capacity</i>	<i>1 person/bed,cot,sleeping bag</i>
Example: Tent in fenced yard of Troop Leader Smith's home, 123 Pia St, 96821		4 person tents	2 girls each in own sleeping bag
A.			
B.			
C.			
D.			
E.			

DINING PLAN	Type / Day	Source	Prepared by	Served by	Cleaning by
<i>Lunch, AM or PM snack, etc.</i>		<i>Allowable capacity</i>	<i>Cohort pod</i>	<i>Cohort pod</i>	<i>Cohort pod group</i>
Example: Breakfast Day 1		Troop Purchased for Group Menu	Menehunes	Purple Pride	Pua Girls
A.					
B.					
C.					
D.					
E.					

TRANSPORTATION Type	Source/Details	Contact Ph	Conf No	Driver/Operator
<i>Flight/Boat/Rental-ground</i>	<i>Source Details</i>	<i>Phone</i>	<i>Co. conf. no</i>	<i>Driver/operator</i>
Example: HA flight 245	Kona to HNL, 8:32AM	800.555.1212	EWV73W	Airline
A				
B				
C				
D				

GSH Guidance to Volunteers

Dining & Large Group Facilities

Particular attention should be paid to dining facilities as the potential risk of infectious spread increases when facial coverings cannot be worn during eating and larger groups, or multiple groups, are brought together.

- Hand hygiene should be practiced by each person before every meal or snack time.
- Meal and snack time should occur outside whenever possible.
- Campers and staff should sit and eat with their own group/cohort. Cohort tables should be maximally distanced from other cohort tables with more than 6 feet between backs of chairs at adjacent tables.
- Camps are strongly advised to lower density in dining areas with use of tents, shelters or pavilions if necessary, or to stagger mealtimes so different groups eat at different times.
- Camps should consider ingress and egress protocols for dining facilities to minimize inter-cohort interactions when arriving and leaving.
- Avoid lines, and any formation of lines should have people and groups spaced at least 6 feet apart.
- Facial coverings should be worn at all times during meals, and only removed when campers and staff are seated at their tables.
- Meal service should be performed to minimize exposures.
- Avoid self-service processes including salad bars.
- Important attention should be paid to hand hygiene prior to dining, after touching any shared item and after dining. Sufficient hand hygiene is preferred to single-use items but consider individually wrapped high touch shared items like condiments.
- Develop appropriate cleaning and disinfecting protocols after each meal.



“Remember that night we stayed over with our Girl Scout troop and we...”

Sleeping & Bathroom Facilities

- Maintain consistent sleeping groups/cohorts throughout a camp session.
- Maintain a consistent sleeping arrangement (i.e., no moving between cabins or bunks).
- Windows or other openings in sleeping areas/cabins must remain open as much as possible to increase ventilation.
- Arrange beds/bunks within the cohort to maximize distanced between beds. Beds/bunks should be arranged so campers and staff sleep head-to-toe and ideally beds should be spaced at least 6 feet apart. If beds are unable to be spaced 6 feet apart due to limited space, beds should be spaced so that one person’s head is at least 6 feet from an adjacent person’s head space.
- Stagger use of bathroom facility and showers by cohort. this is not possible, reinforce spacing by closing stalls/sinks and enforcing face masks at all times in bathrooms.

Refer to [Travel and Safety Guidelines](#) for additional guidelines or contact us at customercare@gshawaii.org | 808.595.8400. We’re happy to clarify any questions