



# EXTENDED TRIP APPROVAL

Western Oklahoma, Inc. • 121 N.E. 50<sup>th</sup> Street • Oklahoma City, OK 73105  
(405) 528-3535 • 1-800-698-0022 • FAX: (405) 528-4475

### Guidelines for Trip Approval:

- ◆ Money earned for this trip can only be used to cover girl expenses and expenses of adults needed to meet Safety-Wise parent-to-girl ratios. Additional adults participating in the extended trip will need to cover all of their own expenses.
- ◆ All monies earned for this event are Girl Scout monies and can only be used for girl programs.

Application Date \_\_\_\_\_

Submit this form to Director of Programs while in the planning stages with as much information as possible and at least **two months** prior to the departure date.

### GROUP INFORMATION

Adult trip leader's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: D ( ) \_\_\_\_\_ E ( ) \_\_\_\_\_ C ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship to troop/group \_\_\_\_\_

Age Level BR JR CD SR Troop/Group # \_\_\_\_\_ Service Unit \_\_\_\_\_

Number of girls planning to participate \_\_\_\_\_ Number of adults planning to participate \_\_\_\_\_

Name of Level II first-aider attending trip \_\_\_\_\_

Type of first-aid certification \_\_\_\_\_

First-Aid expiration date \_\_\_\_\_ CPR expiration date \_\_\_\_\_

### TRIP INFORMATION

Time and Date of Departure \_\_\_\_\_ Time and Date of Return \_\_\_\_\_

Planned Activities \_\_\_\_\_

### Places and Dates of Trip destinations:

Place of Departure	Date of Arrival	Date of Departure
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

### Forms of Transportation for Trip

Private car Rented/Leased car Boat Chartered Bus Train  
Airline and flight number \_\_\_\_\_

Name of Driver	Driver's License Number	Tag Number and State	*Insurance Coverage	#of Seat Belts

\*For trips or camping of (3) nights or longer, or a round trip distance of 350 miles or more, a minimum coverage of \$50,000 per person and \$100,000 per accident is required (\$100,000/\$300,000 is recommended). In case of accident, owner's vehicle insurance is primary.

Name, address, and telephone number of travel agency (if used): \_\_\_\_\_

**TRIP BUDGET**

Girl Scouts Western Oklahoma must approve all money-earning activities; use the Money-Earning Request form for approval.

Attach an itemized budget for trip. Be sure to include the cost of additional insurance required for activities lasting three nights or more.

Trip cost per person \_\_\_\_\_  
 Total trip cost \_\_\_\_\_  
 Cost covered by each person \_\_\_\_\_  
 Cost of additional insurance required \_\_\_\_\_  
 Cost covered through money-earning activities\* \_\_\_\_\_  
 Cost covered through other sources (explain below) \_\_\_\_\_  
 Other sources \_\_\_\_\_

**EMERGENCY CONTACTS****Emergency Contact Person at Trip Destination:**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone D ( ) \_\_\_\_\_ E ( ) \_\_\_\_\_ C ( ) \_\_\_\_\_

**Emergency Contact Person for Group at Home:**

Name: \_\_\_\_\_ E-mail \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone D ( ) \_\_\_\_\_ E ( ) \_\_\_\_\_ C ( ) \_\_\_\_\_

**AGREEMENT**

Projects must meet five (5) of the fifteen (15) leadership outcomes. Please check all that apply:

- |  |  |
|--|--|
| Girls develop a strong sense of self.        | Girls advance diversity in a multicultural world.                |
| Girls develop positive values.               | Girls feel connected to their communities, locally and globally. |
| Girls gain practical life skills.            | Girls can identify community needs.                              |
| Girls seek challenges in the world.          | Girls are resourceful problem solvers.                           |
| Girls develop critical thinking.             | Girls advocate for themselves and others, locally and globally.  |
| Girls develop healthy relationships.         | Girls educate and inspire others to act.                         |
| Girls promote cooperation and team building. | Girls feel empowered to make a difference in the world.          |
| Girls can resolve conflicts.                 |  |

**By clicking this box I agree that I have consulted *Safety-Wise* and know the safety and security guidelines and activity checkpoints that must be followed. I understand that all money-earning activities must be approved and that additional insurance may be required. I agree to abide by these policies, standards and procedures.**

Leader's Name \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE**

Approved       Not Approved      Reason \_\_\_\_\_  
 Council Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
 Notification sent      Date \_\_\_\_\_ Initial \_\_\_\_\_  
 Money-Earning Request Approved      Date \_\_\_\_\_ Initial \_\_\_\_\_  
 Data entered      Date \_\_\_\_\_ Initial \_\_\_\_\_