girl scouts of ohio's heartland

Extended Trip Application - Part 1

(Level 4 or 5 Intent to Travel Notification)

- **Level 4: Three or more nights or travel out of the state of Ohio.**
- **Level 5: International travel, including cruises.**
  - **IMPORTANT: If traveling internationally, please note that it can take at least 10-13 weeks from the time you submit an application to the time you receive your passport. Please plan accordingly.**

Troop Information

Adult in Charge			
Address		Phone	Home
City	Zip		Work
Email			Cell
Troop #	Service Unit Name		
Grade Level ☐ D ☐ B ☐ J ☐ C ☐ S ☐ A		Total # of Girls	Total # of Adults

Activity Information

Start Date	Start Time	End Date	End Time
Trip Location			
What is the purpose or goal of the trip?			
How did the girls decide on this trip?			
How will this trip help girls earn a badge or an award?			
How did the girls choose this location?			
Do you have a signed Activity Permission Slip for each girl participant?			☐
Do you have an updated health form for each girl and adult participant?			☐
Does the trip meet all council procedures for Girl Scout trips, as well as recommended ratios of girls to adults and Safety Activity Checkpoints?			☐
For level 5 ONLY: have you submitted permissions/waivers by email to **travel@gsoh.org**?			☐

Trip Progression (briefly describe previous trip experience of this troop/group)

(Level 2) Day Trips
(Level 3) Overnight Activities
(Level 4) Extended Overnights
Destinations/Resident Camp
(Level 5) International Experiences

Transportation Information

Has the driver filled out the Safe Driver Form found at **go.gsoh.org/safedriver**?		☐
Briefly describe your transportation plans.		

Budget Information (Estimates)

Transportation $	Lodging $	Food $	Activities $
Total Estimated Cost Per Girl $		Total Estimated Cost Per Adult $	
How and when will the money be earned?			

Adult Certifications

All adults required to complete Child Abuse/Neglect training.		
First Aid/CPR certified adult:	Name	Certification Date
If camping, Troop Camp certified adult:	Name	Certification Date
Adult who completed Troop Travel Trainings:	Name	Certification Date
If participating in any of the following activities, who will be the certified activity leader?		
Swimming (Lifeguard)	Name	Certification Date
Small Craft Safety & Boating/Rafting	Name	Certification Date
Basic Water Rescue	Name	Certification Date
Archery	Name	Certification Date
Horseback Riding	Name	Certification Date
Zip Lining	Name	Certification Date
Other:	Name	Certification Date

Roster Information

All names (both girl and adult) need to be full legal names as they would appear on their Girl Scout registration.

Girl Name	Age	Guardian Name	Guardian Phone #	Permission Slip?	Health History Form?

Adult Name	Emergency Contact Name	Emergency Phone Number

If you need more space, submit an additional typed page that contains the above information.

For Level 4, the application must be submitted at least six (6) months before your trip. For Level 5 trips, the application must be submitted at least one (1) year before your trip.

Revised: 09/2026