

Activity Notification & Insurance Request Form

Are your Girl Scouts going on a trip or participating in a special activity?

Girl Scouting activities outside regular troop meetings are so important in creating a positive Girl Scouting experience! Complete this form and submit to your OCMT to let them know about your exciting plans! Don't fall under an OCMT? Let USAGSO know about your plans by submitting directly to overseascustomer@girlscouts.org.

If you will be participating in a High Risk Activity needing council approval, need insurance for your trip, or have volunteers needing a background check, please complete this form and submit to overseascustomer@girlscouts.org at least 2 weeks prior to the activity. You may also submit your request using our online form [HERE](#).

Not sure if you need insurance or are participating in a High Risk Activity? See Sections 3 and 4 for more details.
To be completed by the Troop Leader or Girl Scout Volunteer coordinating the Activity.

SECTION 1				
Activity / Trip Information				
Activity		Destination/Location		
Describe your activity and itinerary. Additional information about your plans may also be attached separately.				
Troop or Activity Leader Name		Troop # (if applicable)	Troop Level(s) (check all that apply)	
			Daisy Brownie Junior Cadette Senior Ambassador	
Troop or Activity Leader email		Troop or Activity Leader phone		Overseas Community
# Girls Attending	# Tag-a-longs *	# Registered Adults attending	# Un-registered Adults Attending *	Total # Participants
Departure/Start Date & Time		Return/End Date & Time	Name of First-Aid Certified Adult attending the trip	
Mode of Transportation If traveling as a group, please check all modes of transportation that will be used. Please note that the troop/group leader is responsible for ensuring that each driver of motorized private transportation must be at least 21 years old, hold a valid driver's license, and show proof of liability insurance.				
Personal Vehicles	Leased vehicles	Chartered Bus	Train	Boat
				Plane
				Walk
				Other
SECTION 2				
Request for Background Checks				
If this is an overnight event with volunteers who are not troop leaders, OCMT members, cookie coordinators, or Overseas Volunteer Partners, please list their names and email addresses below:				

SECTION 3

High Risk Activity Approval Request

NOT PERMITTED

Girl Scouts can NOT participate in any of the below activities.

- Bungee jumping
- Flying in privately owned planes, helicopters, or blimps
- Hang gliding
- Untethered hot-air ballooning
- Hunting
- Snowmobiling
- Riding a motorbike
- Riding electric Scooters
- Using outdoor trampolines
- Parachuting/skydiving
- Parasailing
- Paintball tagging
- Riding all-terrain vehicles (ATVs)
- Stunt skiing
- Zorbing

HIGH RISK ACTIVITIES

Please check the SAC for all activities that require Council approval. Below are just some of these.

Please submit the completed form to overseascustomer@girlscouts.org

- Backpacking & Camping
- Hayrides & Go-Karts
- Archery, Air guns, Knife throwing, & any activity involving weapons
- Offshore Water/Large Passenger Vessels
- Zip lining
- Cross-country skiing
- Downhill skiing and snowboarding
- Ice fishing
- Horseback Riding
- Aquatic climbing walls
- Indoor skydiving
- Indoor trampoline
- Scuba Diving, Snorkeling, Spelunking/Caving, Surfing, Swimming
- High elements such as zip lines, ropes, climbing walls, tree climbing, and rappelling
- Sailing, Canoeing, Kayaking, Corcl Boats, Row Boating, Standup Paddle boarding, Whitewater rafting

Check one option below.

We will not be participating in a High Risk Activity.

We wish to participate in a High Risk Activity (submit form to overseascustomer@girlscouts.org for approval)

SECTION 4

Supplemental Insurance Request

Supplemental insurance should be purchased if you meet any of these criteria:

- 1) Traveling outside the country in which your troop regularly meets (international travel)
- 2) Both accident and sickness coverage are needed for your trip or event

Communities located in countries that require insurance (state mandated) or provide insurance (socialized) may opt out of purchasing supplemental insurance.

Check one option below.

If insurance is needed, please fill in the total number of participants needing insurance coverage and the total number of days your activity is scheduled (1 day = 24 hours) to calculate your insurance cost.

******Please note, Mutual of Omaha insurance requires a MINIMUM CHARGE of \$5.00 for any policy below.******

No supplemental insurance needed (I meet none of the above criteria)

Plan 1	Accident only	Total # of Participants	x # Days	No Cost =
Plan 3P	Accident and Sickness	Total # of Participants	x # Days	x \$0.70 =
Plan 3PI	International Travel <i>(for 3PI - please enter names and ages below)</i>	Total # of Participants	x # Days	x \$1.17 =

Once this form has been received by USAGSO, you will be contacted to provide payment for your insurance request. Please provide contact information for the person who will be paying the supplemental insurance fees.

****Please note, USAGSO must receive this insurance form at least 2 weeks prior to your activity to process.**

Name of person requesting insurance

Email ^{**}address (required)

SECTION 5

I agree that by submitting this form I have read the Volunteer Essentials Manual and the Safety Activity Checkpoints and have followed the prescribed safety standards in developing this trip. I understand that High Risk Activity Requests and Insurance Requests must be submitted to USAGSO at least 2 weeks before the activity start date by submitting this form to overseascustomer@girlscouts.org

Signature (or printed name):

If you would like your activity highlighted in an upcoming USAGSO communication please send pictures and stories of your activity by completing this form.