

Paperwork and Training Necessities for Troop Activities

Service Unit Activity Consultant (AC) reviews the activities of the troops in the service unit. This volunteer is a safety advisor who may consult council staff to answer your unique safety questions. Your AC keeps copies of permission slips and tracks adult training records to help verify that your troop has the necessary experience, progression and training to participate in chosen activities. The AC will keep your Activity Approval Form and notify you if the activity is approved or not.

Training responsibilities can be shared within a troop, but the appropriately trained adult needs to be present. Higher trainings than those listed here may be required (for example, a Lifeguard during swimming activities). Find the list of training available and upcoming dates at www.sdgirlscouts.org/training. Follow the general guidelines in Volunteer Essentials, as well as specific guidelines in the appropriate Safety Activity Checkpoints (SAC, found at www.sdgirlscouts.org/safety). **If no Safety Activity Checkpoints are listed for your activity, contact your AC or the adult learning manager at (619) 610-0814**

Troop Meetings

Leader has completed Core Leadership Training, Welcome Meeting and Appropriate Age Level Training and has read Volunteer Essentials (especially Chapter 4: Safety-Wise)

In Leader Notebook:

- ✓ • Parent Guardian Information* & Girl/Adult Health Histories*
- ✓ • Permission to Give Over-the-Counter-Medication*
- ✓ • Drivers are registered and approved, and have filled out Transporting Girl Scouts* form *no longer exists*
- In-Town Contact list of emergency phone numbers including Council Emergency Contact Info: (800) 643-4798. After hours please call (866) 361-2327
- ✓ • Accident/Incident Report Form* (blank)

Local Field Trip

- First Aid and CPR trained adult as noted in SAC
- Permission Slip* for each girl (sample copy sent to AC)
- No Activity Approval* needed (unless any specific activities require approval--see list on reverse)

Day Trip: Out of Council

- First Aid and CPR trained adult
- Permission Slips*
- Safety Management Plan*
- Activity Approval Form* to AC (due one month prior to outing)
- Additional Insurance required (due one week prior to outing; see www.sdgirlscouts.org/insurance)

Troop Overnights/Sleepovers

- First Aid and CPR trained adult
- Let's Camp trained adult (if girls do not cook)
- Let's Cook trained adult (if girls cook)
- Permission Slips*
- Safety Management Plan*
- Activity Approval* Form to AC

Encampments & Adventure Weekends (food and activities provided)

- First Aid and CPR trained adult
- Let's Camp trained adult
- Permission Slips*
- Activity Approval* Form
- Other items requested by the encampment director

Troop Tent Camping

- First Aid and CPR trained adult
- Let's Camp trained adult
- Let's Cook trained adult
- Let's Tent trained adult
- Permission Slips*
- Safety Management Plan*
- Activity Approval* to AC

✓ Overnight: Out of Council

- ✓ • First Aid and CPR trained adult
- ✓ • Let's Camp trained adult (if tent camping or girls are cooking, Let's Cook and Let's Tent may also be required)
- ✓ • Permission Slips*
- ✓ • Safety Management Plan*
- ✓ • Activity Approval* Form to AC (check "Out of Council" **and** appropriate "Group Camping" or "Travel" boxes)
- ✓ • Additional Insurance required

Trips and Travel

- Troop Tripping trained adult for advanced travel. Consult the council booklet Let's Go! for Trip and Travel planning, training and other requirements. Contact your AC or the adult learning manager at (619) 610-0814.
- See local and national resources at www.sdgirlscouts.org/travel
- Extended trips of over 3 nights or involving air travel should begin the approval process 12 months prior to departure, 18 months for international trips.

Signed Agreements and Contracts

Troop adults have the authority to sign agreements for use of facilities or activities if the total amount of contract is \$500 or less. Council approval is required for any contract naming "Girl Scouts" if more than \$500.

Note About Insurance:

Girl Scout membership includes accident insurance for activities in council boundaries which are less than 3 nights. Additional insurance is required for non-member participation, events out of council boundaries, or for extended events. See www.sdgirlscouts.org/insurance.

*Forms are all available on the San Diego Girl Scout website at www.sdgirlscouts.org/forms.

4:58 PM

01/11/18

Accrual Basis

Girl Scout Troop [REDACTED]
Transaction Detail By Account
All Transactions

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>
Meetings, Activities, Events				
Joshua Tree				
Check	10/30/2015	Girl Scouts	Insurance	37.80
Check	11/11/2015	Walmart	Food	68.38
Credit C...	11/11/2015	Costco	Food	142.50
Credit C...	11/14/2015	Harmony Hospitality	Lodging	850.20
Check	11/16/2015	Coyote Corner	Patches	85.54
Check	11/16/2015	Joshua Tree Nation...	Park entrance fee ...	40.00
Check	11/16/2015	Joshua Tree Nation...	Park entrance fee ...	20.00
Total Joshua Tree				<u>1,244.42</u>
Total Meetings, Activities, Events				<u>1,244.42</u>
TOTAL				<u><u>1,244.42</u></u>

Joshua Tree Itinerary

Directions and Maps Attached

Itinerary

Friday November 13, 2015 – Meet at Parkway Middle School at 5:30 pm

Travel to Harmony Motel 3 hours

Snack, settle in, bed time 10:00 pm

Saturday November 14, 2015

7:00 - 9:00 am wake up, breakfast, pack for the day

9:00 - 5:00 pm Joshua Tree National Park See map for general travel plans.

5:00 – 10:00 pm Harmony Motel Dinner, game night, stargazing, optional Sky's the Limit Observatory

Sunday November 15, 2015

7:00 – 9:00 wake up, breakfast, pack for day

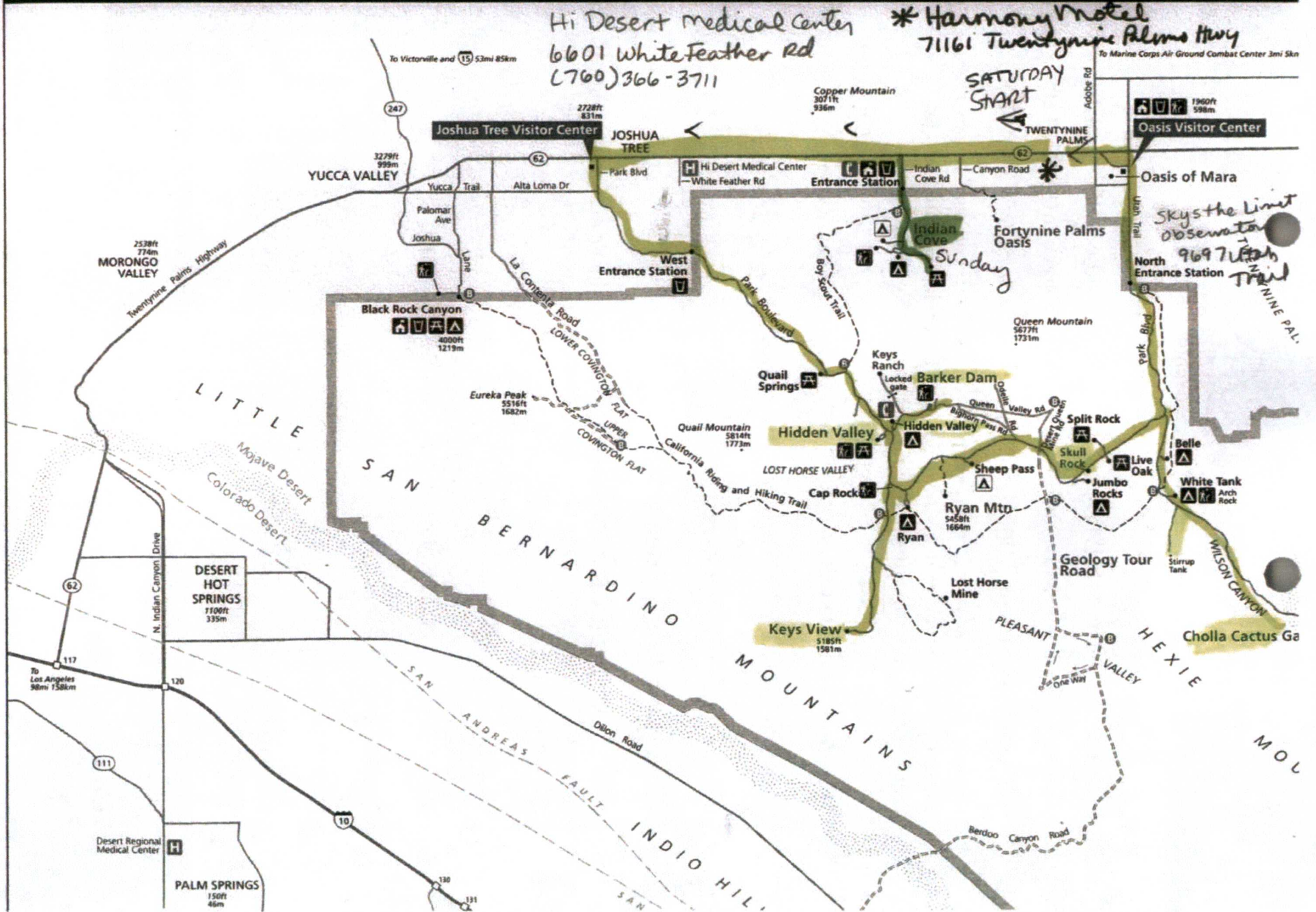
9:00 – 11:30 Indian Cove, Scouts Own

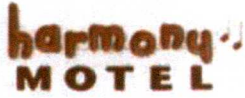
11:30 – 12:30 lunch

12:30 - 3:30 Travel home

3:30 Pick up at Parkway Middle School

Map of Joshua Tree National Park





RESERVATIONS

Home | Directions

Twentynine Palms Hotel Directions - Harmony Motel

Harmony Motel: 71161 29 Palms, Twentynine Palms, California 92277 Tel: (760) 367-3351 Fax: (760) 367-3351 Email: info@harmonymotel.com

Enter your start address or ZIP code:

Parkway Middle School Park Plaza Dr, La Mesa

e.g., 10 market st, san francisco, ca

Start over

Parkway Middle School, 9009 Park Plaza Dr, La Mesa, CA 91942, USA

173 mi - about 2 hours 45 mins

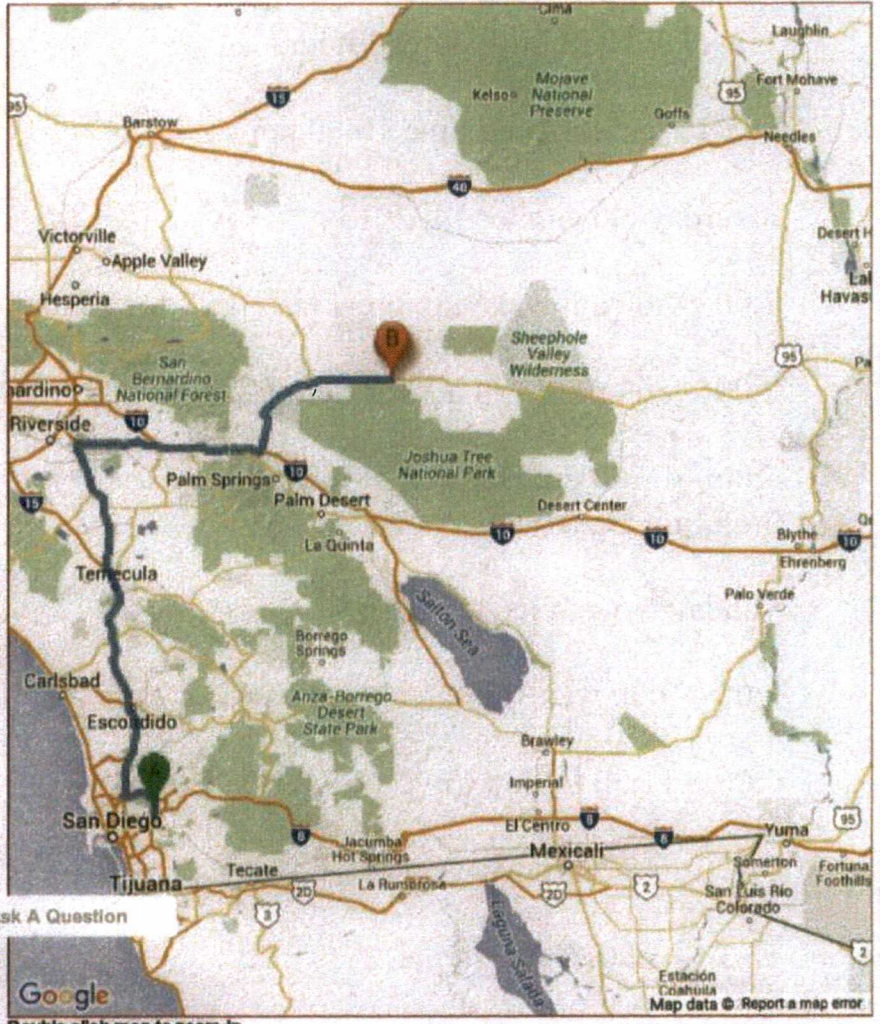
1. Head west on Park Plaza Dr toward Dallas St 351 ft
2. Turn right onto Dallas St 0.2 mi
3. Turn right onto Fletcher Pkwy 0.4 mi
4. Turn right onto Amaya Dr 390 ft
5. Take the ramp onto CA-125 N 3.1 mi
6. Take exit 21 for California 52 W 0.8 mi
7. Merge onto CA-52 W 6.8 mi
8. Take exit 7 to merge onto I-15 N 4.5 mi
9. Keep right to stay on I-15 N 47.9 mi
10. Keep right at the fork to continue on I-215 N, 29.5 mi follow signs for Riverside/San Bernardino
11. Take exit 29 to merge onto CA-60 E/Moreno 18.3 mi Valley Fwy toward Beaumont/Indio
12. Merge onto I-10 E 22.2 mi
13. Take exit 117 for CA-62 toward 29 Palms/Yucca 0.9 mi Valley
14. Continue onto CA-62 E/29 Palms Hwy 38.5 mi Destination will be on the right

71161 Twentynine Palms Highway, Twentynine Palms, CA 92277, USA

Harmony Newsletter

Ask A Question

These directions are for planning purposes only. You may find that construction projects, traffic, or other events may cause real conditions to differ from the map results.



Double click map to zoom-in.

Welcome to The Harmony Motel Hotels. Stay with us! Book it Now!



ACTIVITY APPROVAL FORM

(view a sample at www.sdgirlscouts.org/safety)

Check all activities you will do during this outing. Click the links to review Safety Activity Checkpoints (SACs).

- Archery
- Backpacking
- Bicycling
- Canoeing
- Caving
- Challenge Courses (includes Ziplining)
- Climbing or Rappelling
- Contract over \$500
- Cross-Country Skiing
- Downhill Skiing or Snowboarding
- Fencing
- Group Camping-lodge, home
- Group Camping-tent or rustic
- Horseback Riding
- Ice Skating
- In-line or Roller Skating
- Indoor Skydiving
- Kayaking
- Out-of-Council Area
- Outdoor Cooking
- Rowboating
- Sailing
- SCUBA Diving
- Skateboarding
- Sledding, Tobogganing or Snow Tubing
- Snorkeling
- Stand-Up Paddleboarding
- Surfing
- Swimming
- Travel (see Let's Go!)
- Trip/Travel Camping
- Tubing (river floating)
- Waterskiing or Wakeboarding
- White Water Rafting
- Windsurfing
- Other:

Why don't I see our activity?
 1) Some activities, like simple field trips, are low-risk and do not require approval.
 2) The activity is rare or new, and no checkpoints are written. Contact AC.
 3) Other activities require special council approval or are NEVER approved. See *Volunteer Essentials* Chapter 4 for a current listing.

Still not sure? Ask your activity consultant for guidance.

Safety is our number one priority! Always follow general safety guidelines found in *Volunteer Essentials* Chapter 4 Safety-Wise. For the "high risk" activities at left, follow the Safety Activity Checkpoints (SACs), found at www.sdgirlscouts.org/safety. Submit this form to your activity consultant at least one month prior to event.

Troop Number: [redacted] # of girls attending 10 # of adults: female 5 male 1
 Service Unit 688 Program age level(s): Daisy Brownie Jr Cad Sr Amb
 Activity Dates 11/13/15 to 11/15/15 Total cost for all participants \$ 1,500
 Location Joshua Tree National Park, Harmony Motel

Average participant's skill level? Beginner Intermediate Experienced
 This activity is open to Troop/Group Individual Girls Families SU Reg Cluster Community

The SACs list specialized equipment and clothing for the activity, such as helmets, personal flotation devices, skis or boots with a 1/2" heel. What specialized gear is needed for your activity?
Comfortable walking shoes, layered clothes

Safety Management Risk Reduction Recap		
First, identify dangers in your activity. What are three risks that could happen?	Second, what prevention will reduce these dangers? (See the SACs for hints)	Third, if those dangers do occur, what actions will lessen the impact?
1 Falling down	⇒ Proper supervision	⇒ Proper training
2 Getting Lost	⇒ Travel Plan	⇒ Appropriate planning
3 Drowning	⇒ Lifeguard	⇒ Supervision over water activity

Insurance Matters!

Girl Scouts requires its vendors and venues to carry liability insurance. Check the list at www.sdgirlscouts.org/insurance. If your vendor or venue is not listed, arrange for a certificate to be sent. Does your vendor/venue have insurance on file with council? Yes

Your event may require additional insurance if you will leave council boundaries, include non-Girl Scout members or stay more than two nights. Coverage and information are found at www.sdgirlscouts.org/insurance. Have you assessed the need for additional insurance? Not needed

If first aider, lifeguard, certified instructor, camping qualified adult, etc., will be utilized, list the person and describe their qualifications, documented experience, etc. Check SACs for requirements.

Person	Certification, training or expertise (CPR, 1st Aid, Let's Camp, Backpack Instructor, Troop Tripping, etc)	Expiration Date
[redacted]	CPR, First Aid, Let's camp/cook/tent/troop travel, lifeguard	10/18
[redacted]	CPR, First Aid, Let's camp/cook/tent	

As the activity leader, I confirm that:
 RM (initials) I will follow Safety Activity Checkpoints for this activity
 RM (initials) The instructor/participant and adult supervision ratios are met
 RM (initials) I have/will collected health history forms for all participants
 RM (initials) The activity is appropriate to the girls' age level, skill level, experience and their physical and emotional condition

Submitted by [redacted] Phone [redacted] E-mail [redacted]
 Attach any forms that tell the AC more about your trip: sample permission form (required), waiver, itinerary, gear list, contract, etc. Do not sign any agreement/contract over \$500 naming Girl Scouts without approval.

For AC use: AC Name _____ Approved? AC Only Select _____ Date _____
 Notes _____

MUTUAL OF OMAHA INSURANCE COMPANY
SPECIAL RISK PREMIUM DEPARTMENT
P O BOX 31716
OMAHA, NE 68131
800-524-2324
girlscouts@mutualofomaha.com

STATEMENT



GIRL SCOUTS, SAN DIEGO-IMPERIAL
COUNCIL, INC.
1231 UPAS STREET
SAN DIEGO, CA 92103

Date: 10/28/2015
Invoice Number: 68169
Council Number: 623

PLAN 3P

Event Name and Location	Begin Date	End Date	Number of Participants	Premium Amount
TROOP [REDACTED] JOSHUA TREE NATIONAL PARK	11/13/2015	11/15/2015	18	37.80
Total:				37.80

Total Amount Due: 37.80
Amount Paid: 37.80
Balance Due: 0.00

Your account will be debited for the Total Amount due within two business days.
Coverage is not in effect unless full premium payment is received. (ACH funds are received by Mutual Of Omaha.)

Mutual of Omaha
Special Risk Premium Dept
PO Box 31716
Omaha, NE 68131

Thank you for submitting your event enrollment. If you have any questions, please call us at 1-800-524-2324.



Underwritten by United of Omaha Life Insurance Company.

Subj: Re: Group reservation Nov 13-15
Date: 8/5/2015 1:15:54 P.M. Pacific Daylight Time
From: info@harmonymotel.com
To: [Redacted]

Harmony Motel
71161 Twenty Nine Palms Hwy
Twenty Nine Palms, CA 92277
171 miles 2 hrs. 43 mins

Hi [Redacted],

Your reservation is confirmed for the check in date 11/13/15 and check out is for 11/15/15. You have reserved 3 rooms with two full beds at the rate of \$95.00 plus taxes per night for 4 occupants per room. One room with two full beds and a kitchen at \$105.00 plus taxes per night (for 4 occupants) and the cabin at \$105.00 plus taxes for 4. Check in time is from 3pm to 9.30pm and check out time is at 11am. Since you are making a block booking of 75% of the rooms and you are booking almost 3 months in advance , 50% of your payment is non-refundable (any cancellation between now and the 7th of November will lead to a cancellation fee of 50% any cancellation after the 7th of November to the day of arrival will lead to a 100% of your stay in cancellation fee). Please note that this is a small motel of 8 rooms only, (and we have limited room types, once we take a confirmed reservation such as this, we close out these rooms for these dates as sold for the next three months).

Please note that all our rooms are non-smoking and no pets are allowed.

If you have any questions or concerns please call Ash at 760-401-1309.

We look forward to meeting you and your party.

On August 5, 2015 at 12:44 PM RhayleneM@aol.com wrote:

Hi Ash:

Just checking on this reservation. Please let me know if you need anything else.

[Redacted]

[Redacted]
5520 411 St. [Redacted] Suite 200
[Redacted] California 91542
Tel: (619) 404-0760
[Redacted]

In a message dated 8/3/2015 10:52:04 A.M. Pacific Daylight Time, [Redacted] writes:

Hi Ash:

We are reserving 3 double rooms, 1 double room with kitchen and Cabin (3*\$95 & 2*\$105) for November 13-15.

[Redacted]

[Redacted]



Permission Form

Dear Parent/guardian:

Troop/group # 6033 is planning to go to Joshua Tree National Park

Dates(s) Friday- Sunday November 13-15, 2015 Time Friday @ 5:30 pm - Sunday @ 3:30 pm

Location Harmony Motel Joshua Tree National Park Phone number (619) 399-5050 / (619) 399-6016

Arrangements for transportation: Parkway Middle School Friday @ 5:30 pm (619)379-4429

Time and place of return Parkway Middle School Sunday @ 3:30 pm

Method of transportation Automobile

Leaders accompanying the girls: [Redacted]
Name(s) [Redacted]

Activities will be staying in a hotel (shared accommodations), swimming, visiting Joshua Tree National Park, stargazing

Each girl will need: Money for visitors center
Expenses Money for visitors center

Equipment and clothing Comfortable clothes and shoes for walking, swimsuit

In case of unusual circumstances (major delays, etc.), the leader will call:

Name n/a Phone number () () ()

who will then contact the parents.

[Redacted] Leader [Redacted] Phone number [Redacted]

Detach and return the bottom portion to leader by _____
Only girls with a signed permission form may participate.

My daughter _____ has permission to participate in Harmony Motel Joshua Tree National Park Date 11/13-15/15 5:30 pm to 3:30 pm

The following information is provided so that the adult in charge may contact a responsible person in case of illness or accident during the activity.

Parent/guardian	()
Parent/guardian	Phone(s)
Parent/guardian	()
Parent/guardian	Phone(s)
Responsible person other than the above/relationship	()
Responsible person other than the above/relationship	Phone(s)
Doctor	()
Doctor	Phone

My daughter is in good health and may engage in all activities [] yes [] no. If no, list any exceptions _____

In an emergency situation, an emergency medical technician may need to know the following information regarding my daughter's health (e.g., allergies, chronic illnesses, seizures, etc.) _____

Date of last tetanus shot _____

I give my permission for the adult in charge to take my child to a medical facility, if necessary. In case of emergency, if none of the above can be contacted, I consent to treatment for my daughter under the supervision of and as deemed advisable by a physician licensed under the Medicine Practice Act. This provides authority pursuant to Section 25.8 of the California Civil Code.

Parent or guardian's signature _____ Date _____



Permission to Give Over-the-Counter Medications

If it should become necessary, I hereby give permission to the event First Aider(s) to administer the following non-prescription medications to _____.

Tylenol	Yes _____	No _____	Other: _____
Tums	Yes _____	No _____	Other: _____
Sudafed	Yes _____	No _____	Other: _____
Benadryl	Yes _____	No _____	Other: _____
or			
Chlorinephrine for allergies	Yes _____	No _____	Other: _____
Ibuprophen (Advil or Nuprin)	Yes _____	No _____	Other: _____
Neosporin or Mycitracin for abrasions	Yes _____	No _____	Other: _____
Dramamine (for motion sickness)	Yes _____	No _____	Other: _____
or others (please list):	_____	_____	_____

She will be bringing the following medications with her:	
Medication:	Instructions for use:

Signature _____ Date _____
Parent/Guardian

Home Phone (____) _____ Work Phone (____) _____



JOSHUA TREE ADVENTURE 2015

General Packing list

Girl: _____

Weather: _____

Day pack / back pack for day hikes or moving from different types of activities

Refillable water bottle- this will be used daily and is important!

Sunscreen, chapstick

1 Pair closed toe shoes (no sandals) sturdy for hiking.

Flashlight

Mess kit if they have one

Spending Money: \$ _____

Clothes:

Pajamas

Pants/jeans

Shorts

3 to 4 Tops/T-shirts (include 1-2 long sleeve- it's great to be able to layer)

1 Sweatshirt or sweater/jacket

1 Hat or beanie

1 Swimsuit

Socks & Underwear (enough for your stay)

1 Pair closed toe shoes (no sandals) sturdy for hiking.

Flip flops

Toiletries: soap for daily use / showers, toothbrush & toothpaste, hairbrush and/or comb, shampoo & conditioner (in plastic container), sunscreen, chapstick

Optional Items May Include:

Sleeping bag (if your girl is uncomfortable sharing a bed with another girl)

Phone/camera

MY TO DO LIST:

Permission Slip

SWAPS (18)

Joshua Tree Adventure 2015

Emergency Action Plan

[REDACTED] [REDACTED]
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Cell phones do not work in many parts of the park so if you need to leave us a message we will receive it when we get back to service. As always if an emergency occurs we will let you know as soon as possible.

Harmony Motel Owner: Ash (760) 367-3351 harmonymotel.com

71161 Twentynine Palms Highway, Twentynine Palms, CA 92277

Joshua Tree National Park

Emergency dial 911 or (909)383-5651

IN CASE OF EMERGENCY Emergency phones are found at two locations: • Indian Cove Ranger Station • Intersection Rock parking area near Hidden Valley Campground

Closest Emergency Medical Center
Hi Desert Medical Center (760)366-3711
6601 White Feather Road, Joshua Tree, CA 92252

Nearby Ranger Stations:

Park information: (760)367-5500

Joshua Tree Visitor Center 6554 Park Blvd, Joshua Tree, CA 92252
Hours 8:00 am to 5:00 pm

Oasis Visitor Center 74485 National Park Drive, Twentynine Palms, CA 92277
Hours 8:00 am to 5:00 pm

Directions and Maps Attached

Girl Scouts Council Emergency Contact:
(800)643-4798 or (619)298-8391
After hours (866)361-2327
In Town Contact:
[REDACTED]



Safety Management Plan for Troop Activity

Adult trip leader's name: [Redacted] Troop number: [Redacted]

Address: [Redacted] Phone (day): [Redacted]

City: [Redacted] Zip: [Redacted] Phone (eve): [Redacted]

Number of girls participating: 10 Age level: Cadettes

Number of adult females participating: 5 Number of adult males participating: 1

Council training taken: Let's Camp Let's Cook Let's Tent Troop Tripping

Activity site: Harmony Motel Address: _____

Cross street: 71161 Twentynine Palms Hwy Phone # at site: (760) 367-3351
Twentynine Palms, CA

Time and date of departure: 11/13/15 5:30pm Time and date of return: 11/15/15 3:30pm

Type of activities planned: Troop travel, Joshua tree National Park

Name of first aider: [Redacted] Expiration dates: First Aid 10/2018 CPR 10/2017

List all forms of transportation to be used: Auto

Drivers and vehicles to be used:

Driver	Driver's license number	Make and model of vehicle	Vehicle license number
<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>
<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>
<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>	<u>[Redacted]</u>

Emergency Numbers

Site Contact Name: [Redacted]

Phone Number: [Redacted]

Fire Department: 6560 Adobe Rd 29 Palms
29 Palms

Phone Number: (760) 367-7524

Police/Sheriff: 63665 Twentynine Palms Hwy,
Joshua tree

Phone Number: (760) 367-9546
(760) 366-4175

Nearest Emergency Medical Facility: Hi Desert Medical

Phone Number: (760) 366-3711

Address: 6601 White Feather Rd

City: Joshua Tree

In-town Contact: [Redacted]

Phone Number: [Redacted]

Girl Scouts (800) 643-4798
after hours (866) 361-2327

Safety Review

In the boxes below indicate the safety points to be reviewed with all participants. Date and initial when done. Tip: Letting girls participate in developing the rules helps them in following those rules.

Means of transportation	Safety rules to be reviewed prior to departure	Date of completion
Auto	Safetywise Chapter 4	

Planned activities	Safety rules to be reviewed prior to program activity	Date of completion
Visit Park	Staying together Walking feet Snakes/spiders Pool/guacuzie - proper equipment	

Outdoor living	Safety rules to be reviewed	Date of completion
Cooking	<i>Hotel - adult supervision</i>	<i>11/6/15</i>
Sanitation		
Sleeping	<i>follow Safetywise for sleeping accommodations</i>	<i>11/6/15</i>
Other		

Evacuation plan in case of fire (non-council site): *meet at pool*

Emergency plan in case of a natural disaster (non-council site): _____

Site hazards: _____

Attach list of all participants and carry a copy of this on trip.
 Review the information with the girls and adults going on the trip.

Your activity consultant can be a helpful resource person
 if you have questions on completing this form.

Accident/Incident Report Form

If you are experiencing a life-threatening emergency, call 911. Girl Scouts' after hour's emergency hotline: (866) 361-2327

This form is used to report many kinds of accidents or incidents. Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Injury likely to need follow-up medical care | <input type="checkbox"/> Significant illness or allergic reaction |
| <input type="checkbox"/> Accident, emergency that did not result in injury | <input type="checkbox"/> "Near miss" or narrowly-avoided accident |
| <input type="checkbox"/> Any exposure to a bloodborne pathogen | <input type="checkbox"/> Fire, natural disaster, danger from intruder or trespasser |
| <input type="checkbox"/> Fighting, serious emotional outbursts, threats, etc. | <input type="checkbox"/> Any incident where support or follow-up are needed |
| <input type="checkbox"/> If you notice any dangers regarding Girl Scout equipment or facilities you need to report | |

Send this form immediately to: Girl Scouts San Diego, Attn: Accident Reporting, 1231 Upas St., San Diego, CA 92103-5199 or email accidentreporting@sdgirlscouts.org or fax (619) 298-2031. If more than one person has been injured, complete a separate form and send them together describing the accident/incident only once.

Complete responses are necessary. Write "n/a" if the question does not apply or "unknown" if you don't have the answer.

Person injured _____ Phone (____) _____ Cell (____) _____
 Parent/guardian name(s) _____ Email _____
 Address _____ City _____ State _____ Zip _____

Is the injured person a (check all that apply) Minor child Adult Gender M / F Age _____
 Adult volunteer Paid staff member Other adult participant Registered Girl Scout GSUSA ID # _____
 If a Girl Scout youth, which program age level? (circle) Daisy Brownie Junior Cadette Senior Ambassador

Event date(s) _____ Event location _____
 Name of event _____ Troop # _____ Service unit _____
 Describe the activity Troop Activity Service Unit Event Resident Camp Day Camp Council Event Other
 Date of accident/incident _____ Time of accident/incident _____ a.m. p.m.
 Describe the accident/incident/concern and how it occurred (Attach additional sheet, if needed.)

Location where accident/incident occurred (Specify location, including location of injured and witnesses. Use diagram or additional sheet, if needed.)

Nature of injury (i.e., sprain) _____ Part of body affected _____
 Emergency procedures followed at time of accident/incident _____

Did anyone witness the accident/incident? Provide their name and contact info (Attach signed statements as to incident, if possible)

1. _____

2. _____

3. _____

Help others learn from this situation. What could the injured person have done to prevent the accident/incident? _____

Medical Report of Accident/Incident

Were parents notified? Yes No In writing By phone Other _____
By whom? _____ Title _____ When? _____
Parents' response _____

Treatment given? If treatment was provided by any licensed professional, note their full name and title.

At Accident/Incident Site By whom? _____ When? _____
Treatment given _____

In Camp Health Center By whom? _____ When? _____
Treatment given _____

Doctor Office By whom? _____ When? _____
Treatment given _____

At Hospital Name? _____ When? _____

In-patient Out-patient Were parents present? Yes No Date/time of release _____

Released to Parent Troop leader Camp/council staff Self (adult) Other _____

Comments (Attach additional sheets, as needed.)

Persons notified in addition to parents

Describe any contact made with/by media regarding this situation

Was the council director of communication notified? Yes No

Important Attach the permission slip of the injured girl. Please turn this form in to the council office on the first working day after the accident/incident. This will help insure immediate attention to the matter. Thank you.

Name of person filling out form _____ Date _____
Relationship _____ Phone (____) _____ Cell (____) _____
Address _____ Email _____
City _____ State _____ Zip _____

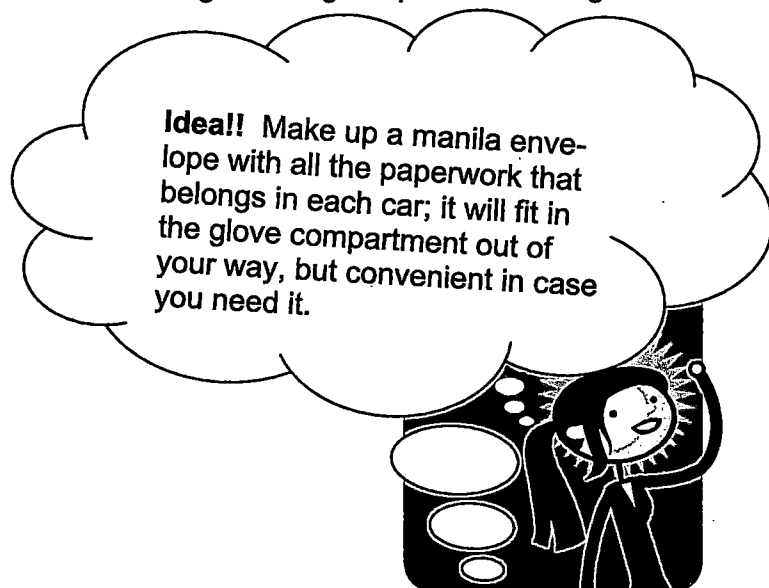
FOR OFFICE USE ONLY INFO PROVIDED TO: HR AL PROPERTY REVIEW COMPLETED BY _____ DATE _____

Girl Scouts San Diego

1231 Upas Street
San Diego, CA 92103
(800) 643-4798

Girl Scout Leader Tool Kit

- First aid kit (check Safety Activity Checkpoints)
- Permission slips and health history forms for each girl in the car she is riding in (including the leader's daughter or child)
- Copies of passports and other critical documents (for international travel)
- Adult Health History* form for all adults (including the leader)
- Extra beanie hats and fleece jackets
- Accident Report form
- Emergency contact phone numbers
- Emergency procedures sheet and/or card
- Change for telephones, tips, toll roads, etc.
- Map of the areas you will be traveling; do not rely solely on GPS units or smart phones
- All of your paperwork: reservations, confirmation numbers, lease agreements, etc.
- Emergency "fix it" kit with safety pins, needle and thread, duct tape, scissors, pen and paper, etc.
- Ideas for travel games or activities to keep girls engaged
- Trash bags: for litter, makeshift rain gear, storage, wet clothing, etc.; zip bags for motion sickness
- Handi-wipes, tissues and/or paper towels
- Any girl's medications, instructions for dosage and signed permission to give medications



11 Steps to an Advanced Domestic Trip

Begin at least 12 months prior to your departure date.

1	Vision & Purpose <ul style="list-style-type: none"> <input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc. <input type="checkbox"/> Girls and leader consider options and decide on destination <input type="checkbox"/> Girls and leader discuss possible activities, costs, food and lodging
2	Money, Schedules & Responsibility <ul style="list-style-type: none"> <input type="checkbox"/> Girls and leader determine trip budget <input type="checkbox"/> Girls and leader set up a planning timeline <input type="checkbox"/> Begin fitting trip preparations into on-going troop activities <input type="checkbox"/> Inform families with general information about the trip <input type="checkbox"/> Older girls should evaluate possible use of the troop ledger system
3	Training & Safety Standards <ul style="list-style-type: none"> <input type="checkbox"/> Leader determines training needed <input type="checkbox"/> Money earning standards reviewed (see financial guidelines) <input type="checkbox"/> Safety Activity Checkpoints consulted for safety requirements <input type="checkbox"/> Consult with the service unit activity consultant <input type="checkbox"/> Appropriate progression and skills practice evaluated and planned (integrate into meetings and field trips)
4	Clarify Details <ul style="list-style-type: none"> <input type="checkbox"/> Girls and leader refine purpose of trip, money earning projects, trip schedule, equipment needed, meals & snacks, personal packing list who will bring what, how troop will travel, etc.
5	Girl Scout Approval (six months in advance of the trip) <ul style="list-style-type: none"> <input type="checkbox"/> Submit Activity Approval form to the service unit activity consultant. <input type="checkbox"/> After approval begin confirmations and accumulation of the following: <ul style="list-style-type: none"> <input type="checkbox"/> All paperwork in Step 8 <input type="checkbox"/> Reservations for site and lodging <input type="checkbox"/> Transportation details (Plane tickets, car reservation, train passes)
6	Required Training <ul style="list-style-type: none"> <input type="checkbox"/> One adult must complete Troop Tripping. The training is offered on a quarterly basis; plan ahead <input type="checkbox"/> All participants (girls and adults) are strongly encouraged to complete one of the following programs offered by Hostelling International: Girl Scout Travel 101, Cultural Kitchen Series or Travel Bug. For best impact, plan to complete the program six months before travel. Contact the program coordinator for current schedule: programs@sandiegohostels.org or (619) 338-9981, ext. 2
7	Finalize Details <ul style="list-style-type: none"> <input type="checkbox"/> Leader and girls finalize itinerary and budget <input type="checkbox"/> Leader and girls complete safety and risk management planning <input type="checkbox"/> Orient families of troop plans <input type="checkbox"/> Recruit & train the troop in-town contact (see In-Town Contact form)
8	Paperwork and Logistics <ul style="list-style-type: none"> <input type="checkbox"/> Permission slips signed <input type="checkbox"/> Transportation confirmed (Public, private vehicles, commercial vendor) <input type="checkbox"/> Health histories collected and organized <input type="checkbox"/> Safety and Risk Management Plan complete <input type="checkbox"/> Detailed itinerary complete <input type="checkbox"/> Lodging confirmed <input type="checkbox"/> Meals and snacks planned and purchased <input type="checkbox"/> Fees paid <input type="checkbox"/> Family Trip Orientation (Provide a contact packet for each family) <input type="checkbox"/> Additional insurance purchased if required (see www.sdgirlscouts.org/insurance)
9	Confirm Details (three months in advance) <ul style="list-style-type: none"> <input type="checkbox"/> Submit samples of all paperwork from Step 8 to service unit activity consultant for final confirmation. (Please inform of any major changes prior to or during the trip.) <input type="checkbox"/> Finalize details with families <input type="checkbox"/> Finalize details with in-town contact
10	Travel Time <ul style="list-style-type: none"> <input type="checkbox"/> Let's Go! Have a great time on your trip
11	Debriefing & Record Keeping <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate and debrief with the girls <input type="checkbox"/> Evaluate and debrief with the adults who participated <input type="checkbox"/> Evaluate and debrief with the families <input type="checkbox"/> Keep evaluation and debrief notes in troop records <input type="checkbox"/> Complete Let's Go Budget Worksheet filed for the end-of-year financial report