

EXTENDED TRIP TRAVEL APPLICATION

Girl Scouts of San Gorgonio Council *Policies and Procedures* state that Cadette, Senior and Ambassador Girl Scouts (as defined by GSUSA membership standards) planning trips of 3 or more nights and/or exceeding 700 ground miles round trip must have council approval.

The ETT Form must be completed prior to making deposits for a trip. In addition, the ETT form must be completed using the following timelines:

1. ASAP for Intent to Travel* - Submit at the time your troop decides to start saving money for travel
2. Two months in advance for ETT Application – For trips within the continental United States of three or more nights and/or exceeding 700 miles round trip.
3. Four months in advance for ETT Application – For trips outside the continental United States.
4. ASAP for Updates – Submit once troop knows they are making changes to dates, travel location or budget.

[Extended Trip Travel Application](#)

*The Intent to Travel part of the form is not an approval; it ensures council is able to best support troops traveling.

As a reminder a final trip itinerary must be submitted at least 1 month in advance for Extended Troop Trips using the [Activity Approval Process Form](#); this form would also be used for any approval required for activities identified in Safety Activity Checkpoints that require approval by a council before troops engage in the activity.

Questions? Email customercare@gssgc.org so you can be directed to the most appropriate staff or volunteer to answer your questions.

The next few pages are worksheets to help your troop plan. The Budget worksheet is required to be uploaded as part of the application.

Basic Travel PROPOSED BUDGET WORKSHEET

Troop #: _____ Leader: _____

Estimated # Girls: _____ # Adults: _____

Expenses	<input type="checkbox"/> Per Person	<input type="checkbox"/> Group	Income
All-inclusive Package			
Food:			
Hotel/Site Rental:			Cookie Sale Year: \$ _____
Equipment Rental:			Fall Product Year: \$ _____
Transportation:			Approved Money Earning Activities:
Gasoline			_____ \$ _____
Public transit			_____ \$ _____
Car Rental			_____ \$ _____
Airfare			
Program:			Troop Savings (current bank balance) \$ _____
Admission Fees			_____ \$ _____
Other Program Costs			_____ \$ _____
First Aid Supplies:			
Printing/Admin Costs			
Tips/Gratuities:			
Taxes/Service Fees:			
Insurance (required):			
Miscellaneous:			
Subtotal:			
Contingency Expenses*:			
Expense Total			Income Total

Income total should exceed expense total. Ensure all troop members are benefiting from troop funds not just those travelling.

Comments:



Extended Trip Travel PARTICIPANT ROSTER

Please fill out completely. Be sure to notify the Customer Care at customercare@gssgc.org of any changes to this information before your departure.

Troop #: _____ **Leader Name:** _____

Destination: _____

Trip Dates: _____ to _____

Participant Roster:

G=Girl Scout A=Adult
Separating Girls from Adult, list alphabetically by last name.

	G	A	AGE
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	G	A	AGE
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TRIP INFORMATION
Number of girls currently registered in the troop/group: _____ Number of Adults currently registered in the troop/group: _____ Number of travelers on this trip: Girls _____ Adults _____ Reason for difference in number of girls/adults travelling vs. number of girls/adults currently registered in troop/group, if applicable:

