

How and When to Use the Troop Permission Request Forms TP103 and Campsite Usage From

Leaders are required to notify their service unit manager of any troop camping, overnight or longer activities, water sports (including swimming or boating activities), or any adventure activity requiring outside certification in advance of the activity. This is an important protection for both leaders and girls. It confirms that you are aware of applicable [Safety Activity Checkpoints](#) and other safety requirements.

	Definition	When to Complete	Form to complete
High Risk Activities (non-GSNCCP properties)	Activities that require council approval and DO NOT occur at GSNCCP Camp Properties - see page 2 of document for list of bolded activities	4 weeks prior to activity/trip	TP103
Overnight Trips (non GSNCCP properties)	Any overnight activity/trip that is only one to two nights and DO NOT occur at GSNCCP Camp Properties	4 weeks prior to activity/trip	TP103
High Risk Activities (at GSNCCP properties)	Activities that require council approval and DO occur at GSNCCP Camp properties - see page 2 of document for list of bolded activities	4 weeks prior to activity/trip	Campsite Usage form
Overnight Trips (at GSNCCP properties)	Any overnight activity/trip that is only one to two nights and DO occur at GSNCCP Properties	4 weeks prior to activity/trip	Campsite Usage from
Domestic Travel	Trips of three or more overnight stays or involve air travel; most often places that are out of state	3 months before trip Submit a finalized copy of this form at least 6 weeks before the trip.	TP103
International Travel	Trips outside of the continental United States	18 months before trip Submit a finalized copy of this form at least 6 weeks before the trip.	TP103

Things to Remember When Planning Trips and Activities

- For all activities, refer to specific *Safety Activity Checkpoints* and “Planning Trips with Girl Scouts” in *Volunteer Essentials*.
- Most activities/trips require an adult certified in adult and child first aid/CPR. Refer to *Safety Activity Checkpoints* to see if a first aider is required for the activity. If required, you will include their information along with a copy of their certification when completing the TP103.
- Water activities require a lifeguard and/or trained boating personnel. Refer to *Safety Activity Checkpoints* for activities that require these certifications. If required, you will include their information along with a copy of their certification when completing the TP103.
- If you are going camping, an Outdoor Skills-trained adult must plan with, prepare, and accompany the troop/girls on the trip.
- All adults participating in an activity/trip with a troop must be registered and have an approved background check on file with Girl Scouts – North Carolina Coastal Pines.
- If you are renting, leasing, or borrowing a vehicle, complete a Request for a Certificate of Insurance. If you are using personal vehicles, you do not need to request a [certificate of insurance](#). Bus contracts must be signed by the Chief Executive Officer or designee of Girl Scouts – North Carolina Coastal Pines using the [link](#).
- Each driver of personal vehicles and watercraft should have a packet that contains:
 - Checklist for drivers (see *Volunteer Essentials*)
 - Permission and Health History form for each girl in the vehicle or watercraft
 - Name and phone number of the home emergency contact person
 - Name and cell phone numbers of all adults/chaperones on the trip/activity

List of Safety Activity Checkpoints (SACs)

Below is a list of all activities included in *Safety Activity Checkpoints*.

Aerial Fitness Amusement and Water Parks* Animal Interactions Archery Ax, Knife, and Hatchet Throwing Backpacking Bicycling Camping Canoeing Challenge Courses Climbing, Bouldering, and Rappelling Community Cleanups Cookie and Product Programs Cross-Country Skiing Digital Technology Downhill Skiing and Snowboarding Fencing Fishing and Ice Fishing Geocaching Go-Karting Hayrides Hiking Horseback Riding Indoor Skydiving	Indoor Trampolines Inflatable Activities* Kayaking Miscellaneous Activities Arts and Crafts Land Sports Laser Tag Model Rocketry Offshore Passenger Vessels Orienteering Outdoor Cooking and Fire Building Packrafting Parades and Other Large Gatherings Pocket Knife and Jackknife Safety Recreational Tree Climbing Rowboats / Rowing Sailing SCUBA Diving Shooting Sports / Firearms Target Paintball BB/Air Guns Rifle Shotgun, Trap, or Skeet Shooting Muzzle Loading Pistol	Skating Sledding, Snow Tubing, and Tobogganing Slingshots Snorkeling Snowshoeing Spelunking / Caving Stand-Up Paddleboarding (SUP) Surfing Swimming Tethered Balloon Rides Tools—Hand and Power Travel / Trips* Tubing (Floating) Waterskiing, Wakeboarding, and Towed Tubing Whitewater Rafting Windsurfing Zip Lining * indicates TP103 May be Required; BOLD//ITALICS indicate TP103 Required
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QR codes for forms



[TP103](#)



[Campsite Usage Form](#)

TP103s and Campsite Usage forms are completed via Cognito Forms:

When completed the service unit manager (or designee) and the membership director will receive a copy of the request.

For TP103s- you can start and return to your form anytime up to 4 weeks prior to start date or the form being approved by the service unit manager (or designee).

For Campsite Usage form- you can start and return to this form for up to six weeks prior to the start date of activity/event or the form has been approved by the service unit manager (or designee).

Document Needed to Complete Forms Needed to Complete Forms:

- Roster of attendees (including adults)
- Certificates for activities that require experts (i.e.- lifeguard, first aid, camp, etc.)
- Emergency contact information
 - An emergency contact adult is someone who is not participating in the trip/activity, is a registered Girl Scout and has agreed to be the person that you or the parents can contact in case of emergency. This person should have a list of girls on the trip, their parents'/guardians' contact names and phone numbers, your contact numbers while on the trip, and a detailed agenda of your trip. The emergency contact adult should keep this information with them throughout the entire trip.
- Trip Itinerary