

How and When to Use the Troop Permission Request Form (TP103)

Co-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 co-leaders and the Girl Scouts. It confirms that you are aware of applicable *Safety Activity Checkpoints* and other safety requirements.

For high-risk activities and overnight trips (one or two overnight stays): submit this form a minimum of 4 weeks prior to the activity/trip. Refer to *Safety Activity Checkpoints* to determine if a TP103 is required for an activity.

For extended trips: submit a preliminary copy of this form at least 3 months prior to a domestic trip or 18 months prior to an international trip. Submit a finalized copy of this form at least 6 weeks prior to the trip. All trips: Save a copy of this form for your records so you can make and send updates/changes as needed.

- **Domestic Trips:** Trips of three or more overnight stays or involve air travel; places that are out of state/council
- **International Trip:** Trips outside of the continental United States

TP103s are completed via Cognito Forms

(<https://www.cognitoforms.com/GirlScoutsNorthCarolinaCoastalPines/>

[TROOPPERMISSIONREQUESTFORCAMPINGOVERNIGHTSWATERSPORTSANDADVENTUREACTIVITIESTP1032](https://www.cognitoforms.com/GirlScoutsNorthCarolinaCoastalPines/TROOPPERMISSIONREQUESTFORCAMPINGOVERNIGHTSWATERSPORTSANDADVENTUREACTIVITIESTP1032)). When completed the service unit manager (or designee) and the membership director/manager will receive a copy of the request. The approver will then email the TP103 request to ask for any follow-up information, as well as for final approval.

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*.
- If applicable, complete a TP103 and submit to your service unit manager at least four weeks in advance of the activity.
- 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.
- An emergency contact adult is someone who is not participating on the trip/activity 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 for the entire time the group is on the trip.
- 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 (found on forms on website: <https://gsnccp.wufoo.com/forms/contract-signatures-and-coi-requests/>) 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 (<https://gsnccp.wufoo.com/forms/contract-signatures-and-coi-requests/>)
- Each driver of personal vehicles and watercraft should have a packet that contains:
 - Checklist for drivers (see *Volunteer Essentials*)
 - Permission forms for each girl in the vehicle or watercraft
 - Health history forms for each girl and adult in the vehicle
 - Name and phone number of the home emergency contact person
 - Name and cell phone numbers of all adults/chaperones on the trip/activity

Extra insurance is needed for all trips lasting more than two consecutive nights* or when non-members are accompanying the group. Insurance forms can be found on the council website at nccoastalpines.org or from the service unit manager. Insurance should be submitted at least 2 weeks prior to the start of the event/trip. All insurance is purchased via forms on our website:

<https://www.cognitoforms.com/GirlScoutsNorthCarolinaCoastalPines/GSNCCPGirlScoutActivityInsurance>

* Additional insurance is not needed when trips last three consecutive nights, one being a federal holiday.

***Insurance must be purchased with a minimum of \$5.00.

List of Safety Activity Checkpoints (SACs)

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

<p>Aerial Fitness*</p> <p>Amusement Parks*</p> <p>Animal Interaction and Adventure*</p> <p>Backpacking</p> <p>Bicycling*</p> <p>Camping</p> <p>Climbing and Adventure activities:</p> <p style="padding-left: 20px;">Challenge Courses</p> <p style="padding-left: 20px;">Climbing and Rappelling</p> <p style="padding-left: 20px;">Recreational Tree Climbing</p> <p style="padding-left: 20px;">Zip Lining</p> <p>Community Clean-Up</p> <p>Computer and Internet Use</p> <p>Internet Safety Pledge</p> <p>Virtual Troop Meetings</p> <p>Cookie and Product Sales</p> <p>Cross Country Skiing</p> <p>Downhill Skiing and Snowboarding</p> <p>Fencing</p> <p>Fishing and Ice Fishing*</p> <p>Geocaching</p> <p>Go-Karting</p> <p>Hayrides</p> <p>Hiking</p> <p>Horseback Riding</p> <p>Ice Skating and Roller Skating*</p> <p>Indoor Skydiving</p> <p>Indoor Trampoline</p>	<p>Inflatable Activities:*</p> <p>Aquatic Bounces and Slides</p> <p>Aquatic Climbing Walls</p> <p>Bounce Houses</p> <p>Log Rolling</p> <p>Bubble Soccer</p> <p>Land Sports</p> <p>Laser Tag</p> <p>Offshore Water/Large Passenger Vessels</p> <p>Orienteering</p> <p>Outdoor Cooking</p> <p>Paddles Sports:</p> <p style="padding-left: 20px;">Canoeing</p> <p style="padding-left: 20px;">Corcl Boats</p> <p style="padding-left: 20px;">Kayaking</p> <p style="padding-left: 20px;">Row Boating</p> <p style="padding-left: 20px;">Standup Paddle Boarding</p> <p style="padding-left: 20px;">Whitewater Rafting</p> <p>Parades and Other Large Group Gatherings*</p> <p>Pocket Knife and Jackknife Safety</p> <p>Rocketry/Model Rocketry</p> <p>Sailing</p> <p>Scuba Diving</p> <p>Segway</p> <p>Skateboarding</p> <p>Sledding, Tobogganing, and Snow Tubing</p>	<p>Snorkeling</p> <p>Snowshoeing</p> <p>Spelunking/Caving</p> <p>STEM, Arts, Craft</p> <p>Surfing</p> <p>Swimming</p> <p>Target Sport Activities:</p> <p style="padding-left: 20px;">3-D Archery</p> <p style="padding-left: 20px;">Air/BB Guns</p> <p style="padding-left: 20px;">Archery</p> <p style="padding-left: 20px;">Ax/Hatchet Throwing</p> <p style="padding-left: 20px;">Knife Throwing</p> <p style="padding-left: 20px;">Muzzle Loading</p> <p style="padding-left: 20px;">Pistol</p> <p style="padding-left: 20px;">Rifle</p> <p style="padding-left: 20px;">Shotgun—Trap/Skeet Shooting</p> <p style="padding-left: 20px;">Slingshot</p> <p style="padding-left: 20px;">Target Paintball</p> <p>Tethered Balloon Rides</p> <p>Tools – Hand and Power</p> <p>Travel/Trips- if international travel, Intent to Travel Form also required.</p> <p>Tubing</p> <p>Waterskiing and Wakeboarding</p> <p>Windsurfing/Sail Boarding</p> <p> </p> <p>* indicates TP103 May be Required; BOLD/ITALICS indicate TP103 Required</p>
--	---	--

Checklist of Forms Required for Various Activities

	High-Risk Activity	Overnight Camping Trip	Domestic Extended Trip	International Trip
TP105- Parent/Guardian Permission for Troop Outings	✓	✓	✓	
International Travel Permission for Minors				✓
TP106 Adult Health History	✓	✓	✓	
Girl Health History for Extended Trips			Recommended	✓
Adult Health History for Extended Trips			Recommended	✓
Medical Treatment Authorization for Girls				✓
Medical Treatment Authorization for Adults				✓
First Aid Log (for First Aider)	✓	✓	✓	✓
Accident-Illness-Injury Report (blank forms)	✓	✓	✓	✓