TROOP PERMISSION REQUEST FOR CAMPING, OVERNIGHTS, WATERSPORTS AND ADVENTURE ACTIVITIES (TP103)

Trip Type – circle all that apply.
High-Risk Activity  Overnight Trip  Domestic Trip  International Trip

For assistance filling out this form, refer to “How to Fill out and When to Use a TP103”, available on the council website.

Section I: All Required Permissions - complete for all activities requiring permission.

Date of this request

Activity beginning/ending date(s) Location/destination

Troop No.

Leader/Adult in charge Tel. DAY EVE. 

Best number to reach you at during the event:

Emergency Contact Tel. DAY EVE. 

Emergency Contact has a copy of the troop/group trip roster with each participant’s emergency contact information.

Certified First Aid Adult (for ALL activities):

Expiration Dates for First Aid CPR (Required: attach copy of certification to request.)

At most, Emergency Medical Services response time will be (circle one): <15 minutes 15-30 minutes 30+ minutes*

*Per Volunteer Essentials, If 30+ minutes first aider must be Wilderness First Aid (WFA) or Wilderness First Responder (WFR)*

Description of planned activities:

Number of GIRLS ADULTS NON-MEMBERS (EXTRA INSURANCE PURCHASED)

# of girls per grade level: Daisy Brownie Junior Cadette Senior Ambassador

# of adults (including parents): Women Men # of boys (under 18) # of non-Girl Scout girls

Please attach a roster of all girls attending this trip.

Participating Adults: (Must be registered and have background check – SUM to check boxes of adults on “Approved” list)

Transportation (describe type/how many) Borrowing/Renting

List Safety Activity Checkpoints that apply to this activity:

Denotes Extra Forms/Certifications required for section.
Section II: For Camping or Overnight Activities - complete if applicable.

☐ CAMPING ☐ DOMESTIC TRIP ☐ INTERNATIONAL TRIPS

Housing (camp, motel, etc.) _____________________________________________ Reservations? ☐ Yes ☐ No

Outdoor Skills Adult (for Camping) ________________________________ Date taken __________________

Number of nights included in trip: ____________________________________________

Section III: For Swimming and/or Boating Activities complete if applicable.

☐ SWIMMING ☐ BOATING (CANOE, KAYAK, SAILBOAT, CORCL BOATS, PADDLE BOARDS)

☐ Pool ☐ Lake/Pond ☐ River ☐ Beach/Ocean ☐ Water Park - Location ________________________________

Certified Lifesaver/Lifeguard (☐ POOL ☐ WATERFRONT) Adult:

_________________________________________ EXPIRATION DATE __________

Certified ☐ CANOE ☐ KAYAK ☐ SAILBOAT ☐ PADDLE BOARD Adult:

_________________________________________ EXPIRATION DATE __________

Section IV: For Any Other Activities Requiring Permission – complete if applicable: list activity and attach any additional certifications.

(Examples include Archery and/or High Ropes) ____________________________________________________________

Attachments *Required for final approval of trip, optional for preliminary approval.

☐ Trip roster (adults and girls) with emergency contact information and indication of drivers

☐ Copy of front and back of First Aider’s certification(s)

☐ A copy of any required agreements or contracts for use of premises, hiring a bus, etc.

☐ Detailed itinerary including flight/bus numbers if applicable (for overnight and extended trips)

Trip Advisor Understanding

☐ I have read and understand the guidelines in Volunteer Essentials and the Safety Activity Checkpoints for each activity planned during the trip.

Trip Advisor Signature: ____________________________________________ Date: ____________________________

☐ APPROVED

________________________________________ ________________

Service Unit Manager’s Signature (or e-signature)

☐ NEEDS REVISION*

________________________________________ ________________

Date of action on this application

*Suggested revisions ______________________________________________________________

Denotes Extra Forms/Certifications required for section.