



## TROOP PARTICIPATION IN SERVICE UNIT CAMPOREE/INGATHERING TRAVEL APPLICATION & PARTICIPANT ROSTER

Submit this form for your Troop's participation in a SU Camporee/Ingathering

Use this form for Troop participation in a Service Unit Camporee/Ingathering at Camp Nocate or Camp Welaka. Completed forms must be returned to the Service Unit Camporee Chair or her/his designee prior to the event.

**Instructions:**

1. Complete the fillable form and participant roster.
2. Save the completed form(s).
3. Email the form(s) to the Service Unit contact listed below.

Return form to:

Email:

Completed forms due date:

### TROOP CAMPOREE/INGATHERING TRAVEL FORM – ACTIVITY DETAILS

Camp Nocatee

Camp Welaka

Troop Number	Service Unit	Program Level (Check all that apply)					
		Daisy	Brownie	Junior	Cadette	Senior	Ambassador
Troop Leader Name		Troop Leader Phone	Troop Leader E-mail				
Co-Leader Name		Co-Leader Phone	Co-Leader E-mail				
Emergency Contact Name (at home)		Phone	E-mail				
Camping Start Date		Start Time (check-in)	Camping End Date				

### GIRL/ADULT RATIOS (Chaperones)

Names and background check expiration dates for the registered adult volunteers chaperoning the camping trip, who are required, per the [Safety Activity Checkpoint](#) for this activity.

Name of Adult Volunteer Chaperone	Background Check Expiration Date

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### TRANSPORTATION & SAFETY

Mode of Transportation & Drivers	
Individual Vehicles Other (specify):	Rental Car(s)/ Charter Bus
Check if all parents are driving their own child, and only their own child, for the duration of the activity. (If this box is checked, and girls are only traveling with their parent/guardian, the box below may be left blank.)	

Drivers and Background Checks
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In the space below, enter the name and background check expiration dates of all adults transporting girls other than their own child during the event.

Name of Adult Transporting Girls	Background Check Expiration Date

***Please note:***

- A. Anyone who is driving a vehicle with 12 or more passengers must be a professional driver who possesses a commercial driver's license (CDL). *Fifteen (15) passenger vans are deemed unsafe and strictly prohibited. Fifteen (15) passenger vans may never be used to transport girls.*
- B. [Council Volunteer Policies and Procedures](#) require that adults transporting girls, in vehicles during the activity, must be registered volunteers.

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### ADULT TRAINING/CERTIFICATION CHECKLIST

Certification	Name of Volunteer	Cert. Expiration or Completed Date	Certificate Attached?	
			Yes	No
Troop Camp Trained (1) <i>(1-per site required)</i>			Yes	No
Troop Camp Trained (2) <i>(1-per site required)</i>			Yes	No
First-Aid/CPR (1) <i>(1-per site required)</i>			Yes	No
First-Aid/CPR (2) <i>(1-per site required)</i>			Yes	No
Lifeguard (1)			Yes	No
Lifeguard (2)			Yes	No
Canoeing (1)			Yes	No
Canoeing (2)			Yes	No
Archery (1)			Yes	No
Archery (2)			Yes	No

### TROOP CAMPOREE/INGATHERING TRIP FINANCES

Estimated total cost of camping trip	
Amount to be paid from Troop Treasury	
Amount to be paid by each Girl	

### GSSEF CAMP PROPERTY ON-SITE CONTACTS

Camp Nocate:	Ranger Steve Woodby, 561-301-9766
Camp Welaka:	Ranger Michael Courembis, 561-512-2270

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### ACKNOWLEDGEMENT AND SUBMISSION

*By signing and submitting this form, I acknowledge that I am responsible for:*

**Initial**

Collecting written parent/guardian permission, health histories and medication permission forms.	
Ensuring all <a href="#">Safety Activity Checkpoints</a> for this activity have been reviewed, and the information shared with the Troop members and parents participating in the activity.	
Ensuring girl/adult chaperone ratios are maintained with registered adult volunteers with current background checks for the duration of the activity.	
Ensuring only registered adult volunteers with current background checks will transport children other than their own during this activity.	
Following all safety activity guidelines, in the <a href="#">GSSEF Volunteer Policies and Procedures</a> , Volunteer Essentials Manual and <a href="#">Safety Activity Checkpoints</a> , acquired additional insurance (if applicable) and have submitted (or will submit) any supplemental trip documentation necessary.	

<b>Troop Leader Signature</b>	<b>Date</b>
<b>Troop Leader Email</b>	<b>Troop Leader Phone While at Camp</b>

For Service Unit Office Use Only

Troop added to SU Camporee/Ingathering Roster	Reviewed by:
Troop not added to SU Camporee/Ingathering Roster	
Reason why troop not added to roster:	



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<b>Troop Number:</b>	<b>Troop Leader Name:</b>	
<b>Service Unit Camporee/Ingathering Attending:</b>		
<b>Dates of SU Camporee/Ingathering:</b>	From Date:	To Date:

<b>GSUSA Girl-to-Adult Ratio Requirements</b>		
<b>Grade Level</b>	<b>Two</b> unrelated adults (at least one of whom is female) supervising this number of girls	<b>One</b> additional adult to each additional number of girls:
Daisies	6	1-4
Brownies	12	1-6
Juniors	16	1-8
Cadettes	20	1-10
Seniors	24	1-12
Ambassadors	24	1-12

<b>SUPERVISING ADULTS</b>	
<b>Registered Adult Volunteer Name</b>	<b>Registered Adult Volunteer Name</b>
1)	7)
2)	8)
3)	9)
4)	10)
5)	11)
6)	12)

<b>GIRLS</b>	
<b>Registered Girl Member Name</b>	<b>Registered Girl Member Name</b>
1)	13)
2)	14)
3)	15)
4)	16)
5)	17)
6)	18)
7)	19)
8)	20)
9)	21)
10)	22)
11)	23)
12)	24)

*\*Complete a second form if more than 12 adults and/or 24 girls\**

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**TAGALONGS:**

Tagalong(s) must be chaperoned by a minimum of one adult at all times during Council-sponsored meetings, programs, events, learning sessions, etc., who is dedicated to this group exclusively. The adult chaperone will not be counted as part of the required adult-to-girl ratio for registered Girl Scouts to attend or participate in meetings, programs, events, etc.

The adult chaperone is required to physically stay present with the tagalong(s) at all times. This adult will be considered responsible and liable for the tagalong(s). This adult chaperone will ensure tagalongs do not disrupt or interfere with the programs/events, etc.

Adult chaperones for tagalongs must adhere to the following adult-to-child ratios at all times:

- 1 adult to 1 child under the age of 24 months
- 1 adult to 2 children ages 2 – 5 years
- 2 adults to 3-4 children ages 2-5 years
- 3 adults to 5 or more children ages 2-5 years
- 1 adult for every 3 children ages 6-17

Tagalongs are defined by GSUSA and GSSEF as: “people not officially affiliated with Girl Scouts, but who are along for the activity.” Tagalongs include any children under the age of 5 or children under the age of 18 years who are not registered Girl Scouts.

TAGALONGS			
Child Name	Age	Child Name	Age
1)		5)	
2)		6)	
3)		7)	
4)		8)	

ADULT CHAPERONE(S) FOR TAGALONGS	
Adult Name	Adult Name
1)	5)
2)	6)
3)	7)
4)	8)