

Troop/Group Activity Application (TGAA)

TGAAs are **NOT** needed for troop trips that are **NOT** high risk, within the state of NJ or for Council-sponsored events. TGAAs are NOT intended for **Extended trips**: For Trips lasting **more than three (3) nights** (not including Federal Holidays) the Intent to Travel form and Extended Trip Training are required. Please visit [gsnnj.org](https://www.gsnnj.org/en/members/for-volunteers/volunteer-safety-training.html) or click on link below:
<https://www.gsnnj.org/en/members/for-volunteers/volunteer-safety-training.html>

Please check one: ☐ Troop/Group Activity ☐ Service Unit Activity

For Troops/Groups: Overnight/Encampment (please complete both sides)

- **TGAA is needed for trips involving high risk activities, Overnights or Encampments.**
- **For Overnights/Encampments outside our facilities, a roster of all attending MUST be submitted.**
- Submit completed form at least **two weeks** prior to your activity to your **Service Unit Manager (SUM)** for approval. If you do not have a SUM, submit a completed form to your Troop Support Manager.

For Service Unit Activities: Overnight/Encampment (please complete both sides)

- **TGAA is needed for All Service Unit activities.**
- **For Overnights/Encampments outside our facilities, a roster of all attending MUST be submitted.**
- Submit completed form at least **two weeks** prior to the activity to your Troop Support Manager for approval.

Activity _____ Date of Activity _____ Location _____

Service Unit _____ Troop # _____ Age Level _____ No. of Girls attending _____ No. of Adults attending _____

Name of volunteer in charge of the activity _____

Cell # _____ Email _____

Are all participants **registered** as Girl Scouts? ☐ Yes ☐ No

Is **Certificate of Insurance** needed for this facility/location? ☐ Yes ☐ No

If yes, check website for updated [COI's on File Using Outside Facilities file](#) and instructions. If the facility is not listed, the volunteer contacts the facility and requests a COI. Email COI to customercare@gsnnj.org

Mode of transportation: ☐ Private Car (if transportation is part of GS activity, drivers must complete Self-Driving Certification form) ☐ Transportation on own ☐ Chartered Bus ☐ Train ☐ Other _____

Name of Bus Company _____ Check website for updated COIs for approved Bus Companies. **All bus contracts MUST be signed by the Chief Operating Officer.**

Requirements:

Emergency Contact (Must be registered with current background check and **WILL NOT** be attending the event)

Emergency Contact Name _____ Cell # _____

First Aider/CPR (please send a copy front and back of certification card to customercare@gsnnj.org)

First Aider/CPR Name _____ Cell # _____

Overnight Orientation (required 4 to 6 weeks before your first overnight)

Overnight participant Name _____ Cell # _____

Troop Camper (needed if cooking with or building an open fire)

Troop Camper Name _____ Cell # _____

Lifeguard(s) and Water Watcher(s) (required 2 weeks prior to any water activity above the knee)

Lifeguard Name _____ Cell # _____

Water Watcher Name _____ Cell # _____

I have read and agreed to follow the safety and security policies and procedures, as stated in Volunteer Essentials and Safety Activity Checkpoints.

Volunteer in Charge Signature _____ Date _____

Service Unit Manager Signature _____ Date _____

Application has been ☐ Approved ☐ Not Approved

GSNNJ Volunteer/Staff Position Signature _____ Date _____

TGAA Overnight/Encampment Form

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For Overnight Trips

Please remember:

- All adults attending overnight trips must be registered and have an approved criminal background check.
- A complete roster of **ALL** attending **MUST** be submitted with form.

Overnight Activity (lasting no more than two nights except for federal holiday weekends)

Activity _____

Departure Date _____ Time _____ Place _____

Return Date _____ Time _____ Place _____

Estimated Cost per person \$ _____ How will this activity/trip be financed? _____

Itinerary (attach additional sheet(s) if necessary)

Day #1 _____

Day #2 _____

Day #3 _____

Type of Accommodation _____

Location _____

Address _____

City _____ State _____ Phone _____

For Encampments and other Overnight Events - Please review checklist

- ☐ The Certificate of Insurance (COI) of outside facility is current and has been provided.
- ☐ All adults attending are registered and have an approved Criminal Background Check on file.
- ☐ A complete roster of all attending has been verified and submitted.
- ☐ Girl to Adults ratios have been met.
- ☐ Approved drivers have completed and signed the required form.
- ☐ The bus company contract (if needed) has been signed by the Council and processed.
- ☐ An Emergency Contact NOT attending event has been secured and provided with roster. This Emergency Contact must be a registered member and have a completed background check on file.
- ☐ All required training documentation has been submitted.
- ☐ Policies, procedures and sleeping arrangements have been reviewed according to [Safety Activity Checkpoints](#) recommendations.

This GSNNJ application has been ☐ Approved ☐ Not Approved

If not approved, please explain why? _____

GSNNJ Staff Signature _____ Title _____ Date _____