



# Extended Trip - Notification of Departure

form #121b • 08/10 • page 1 of 4

Please complete and return this form at least **one month** in advance of your planned trip to the program coordinator at your closest Girl Scout service center.

We know you are excited about your trip and it is almost time to go. The council will use the following information in the event of an emergency.

Troop # \_\_\_\_\_ Leader Name \_\_\_\_\_ Phone \_\_\_\_\_

Final Destination \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Departure	Date _____	Time _____	
	Location of departure _____		
	Type of transportation _____		
	Name of transporter and flight # (ie. American Airlines, Flight 1234) _____		
	_____		
Return	Date _____	Time _____	
	Type of transportation _____		
	Name of transporter and flight # (ie. American Airlines, Flight 1234) _____		
	_____		

## TRANSPORTATION (check all forms that will be used on this trip)

- Plane  
  Train  
  Bus  
  Ferry  
  Bicycles  
  Personal Car  
  Other

"No Girl Scout volunteer shall enter into any agreement or contract that is binding on the council or includes a hold harmless clause." (Council Volunteer Policies & Procedures)

## Vehicle Driver Information: for prompt approval, please provide COMPLETE information with each application

\_\_\_\_\_ Each passenger has **own** seat belt

\_\_\_\_\_ Verified each driver for proof of insurance **and** current driver's license

Driver's Name	Vehicle Year/Make/Model	License Plate #	Insurance Company & Policy #
(Susie Scout)	(2001 Dodge Caravan)	(WRC 123)	(Mutual of Omaha 134679852)





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form #121b • 08/10 • page 3 of 4

## Final Budget

Expenses	Total	Per Person
Admission Fees	-----	-----
Lodging/Site Fees	-----	-----
Transportation	-----	-----
Food	-----	-----
Insurance	-----	-----
Other	-----	-----
Other	-----	-----
Other	-----	-----
<b>SUBTOTAL</b>		
<i>Add 10% Emergency Fund</i>	-----	-----
<b>TOTAL PROJECTED EXPENSES</b>		

Income	Total	Per Person
Group Income (Money-Earning Goal)	-----	-----
Girl Income (Family Portion)	-----	-----
Transportation	-----	-----
Other	-----	-----
Other	-----	-----
<b>TOTAL PROJECTED INCOME</b>		

Submit completed forms to Girl Scouts OSW, attention "Program Coordinator", at one of the following service centers:

1577 Pearl Street, Suite 300  
Eugene, OR 97401

9620 SW Barbur Blvd.  
Portland, OR 97219

