

Trip Notification Wufoo Form FAQ:

Q: Will the form be available in a paper version?

A: After January 1st, 2024 the form will be completely paperless. This new form will result convenient processing time, aid in speedy approvals, and is better for the environment.

Q: Can we still submit the current paper packet?

A: We are accepting the current paper packet until January 1st, 2024. Starting January 2nd, 2024 the form will be completely digital and only accepted via the Wufoo form.

Q: Will the wufoo form be available in English and Spanish?

A: Yes, the wufoo form will be available in both English and Spanish.

Q: Is there a guide or tutorial available?

A: Yes, we have also created a “How to submit: Trip Notification Wufoo Form” video. This video is a step by step tutorial on how to properly submit the Wufoo form. We know this will make submission easy and simple! We recommend watching the video a few times and saving it for future reference.

Q: Will I still need to notify my Service Unit Manager about trips my troop plans to take?

A: Yes, we ask that you notify your Service Unit Manager and receive acknowledgment before submitting (if your SU has one in an active role). Please keep in mind that your Service Unit Manager will automatically be sent a confirmation email upon trip approval.

Q: Do I need my Service Unit Manager’s approval before submitting?

A: Yes. If it is discovered that your Service Unit Manager was not notified and you did not receive verbal confirmation/approval, the trip will be denied and you will be asked to resubmit the form.

Q: What if my Service Unit doesn’t have an active Service Unit Manager in place?

A: No worries! Please fill out the form and submit for approval. A specialist from our team will be in touch.

Q: Do we need to submit the Wufoo form for day trips within council jurisdiction?

A: Due to GSUSA’s new insurance guidelines; we ask that you submit all trip requests that take place outside of the normal meeting location. This is ensure the girls utmost safety and ensure every girl has the best Girl Scouting experience.

Q: What is considered an activity?

A: An activity is a day event that is planned by a member(s) of the Service Unit team or troop leaders for a Girl Scout members who are a part of the Service Unit and/or are non-Girl Scout members. These events usually don't have a set or predicted number of participants. Therefore you would submit an activity alert prior to the event and an attendance roster up to 72 hours after the event.

Examples of events include: a SU recruitment catered to non-registered Girl Scouts/families in your community or a SU-wide ice skating event for Girl Scouts and their families.

Q: When should I submit an attendance roster?

A: You should submit an attendance roster immediately after your event. However, we have given a grace period of up to 72 hours for submission.

Q: What is considered a trip?

A: A trip is considered any time a troop meets outside of its regular meeting location. These trips have a set and predicted number of participants. Therefore, you would submit a trip notification form with a list of participants attending and a trip itinerary before the trip occurs.

Examples of trips include: an overnight trip to the aquarium for registered members of a troop or a day trip to a firehouse to learn about fire safety for Girl Scouts and their families.

Q: When should I submit the trip form?

A: Trip forms are needed when a troop meets outside of its regular meeting location, stays overnight, or participates in a trip that requires council approval according to the Safety Activity Checkpoints.