

Registered Girl Scout Members are covered by a basic insurance plan for approved, supervised Girl Scout Activities except those lasting more than 2 consecutive nights. This form can be used to purchase insurance to cover non-members for activities lasting less than 2 nights.

**Troop Leader/
Activity Chair:** _____

**Service Unit/
Troop Number:** _____

Email Address: _____

Phone Number: _____

Participants Needing Coverage:

Number of participants not registered as Girl Scout members (i.e. siblings, parents, community members, event staff) _____

Number of registered members who are not of the proper age for the activity _____

Total number of Participants needing coverage _____

			A	B	C	D	E
Name and Location of Event	Beginning Date	Ending Date	# of Participants Needing Coverage	# of Days	# of Participant Days	Premium Each Day at 11¢	Total
<i>Sample: SU Camporee@ Sly Park</i>	<i>2/5/17</i>	<i>2/7/17</i>	<i>25</i>	<i>3</i>	<i>75 (A x B)</i>	<i>\$.11</i>	<i>\$8.25 (C x D)</i>

Payments:

The minimum premium is \$5.00. Several requests encompassing multiple activities can be combined to meet this minimum. Please contact the Insurance Specialist at the Sacramento Regional Program Center for clarification.

- I will mail a check and completed form to the Insurance Specialist, at least 3 weeks before the activity.
- Payable to: Girl Scouts Heart of Central California
 - Address: Girl Scouts Heart of Central California, 6601 Elvas Ave., Sacramento, CA 95819

- I will email completed form to customer-care@girlscoutshcc.org.
- Insurance Specialist will email a link to pay by card online.

Please Note - This form cannot be used for:

- (1) Events lasting more than two nights or 250 miles away.
- (2) International travel.

You must complete the Intent to Travel packet for activities (1) and (2) above. These activities require attendance at the *Trip Planning* adult education course.