



Request for Authorization to Rent Vehicles

You may rent, lease or borrow a vehicle in the name of the Council with prior written approval from the Council. To obtain approval submit this Request for Authorization to the Council six (6) weeks in advance of a **scheduled trip**. **Send completed form with attachments to: Girl Scouts of Northern California Risk Management and Travel Assistant 1650 Harbor Bay Parkway, Suite 100 Alameda, CA 94502. If you have follow-up questions please email: insurance@girlscoutsnorcal.org**

1650 Harbor Bay Parkway Suite 100
Alameda, CA 94502
T (800) 447-4475 F (510) 633-7925

Vehicles to be rented by:		
<input type="checkbox"/> Troop #	<input type="checkbox"/> Service Unit/Day Camp:	
If a troop What level?	D	B J C S A
Destination:		
From:	To:	
Date from:	To:	Total Days:
mm/dd/yyyy	mm/dd/yyyy	
Number of Registered Participants:		
Number of Non-registered Participants:		
Total number in vehicle:		
Person in charge (Troop Leader)		
Name:	Phone #:	
Address:	City/State/Zip:	
Person Renting Vehicles (if different from above)		
Name:	Phone#:	
Address:	City/State/Zip:	
We wish to rent a total of () vehicles (cars, buses, vans, SUV's) for an approved Girl Scout event.		
Note: Passenger capacity for vans cannot exceed 10 persons. If the driver has a class B license the limit is 12 persons.		
Name of the Rental Agency:		
Phone #:		
Address:	City/State/Zip:	

Driver Information
For all potential drivers of the vehicle, a copy of the following must be attached to this form:
<input type="checkbox"/> Copy of current California driver's license <input type="checkbox"/> Proof of personal automobile insurance coverage <input type="checkbox"/> Driver license record printout which can be obtained from the DMV for a \$5.00 fee. Request for your own driver license record (INF1125) can be downloaded from the DMV web site www.dmv.ca.gov . Click on forms.
Note: a copy of the rental agreement must be sent to the Alameda Office within five days after the vehicle is returned to the rental agency.
Collision Insurance
Vehicle insurance must be purchased from the Council and not the rental agency as Girl Scouts of Northern California can provide higher limits. The cost is \$15.00 per day.
Insurance Reminder
If this trip will be longer than 2 nights/3 days or if it will include non-registered participants, you will need to order accident insurance. You may order insurance by calling the Insurance Specialist at the Alameda office at least two weeks (10 working days) prior to your trip or follow the instructions on the web site www.girlscoutsnorcal.org/insurance
Insurance cannot be purchased until this form is approved.

GSNorCal use only – Do Not Write in this section		
<input type="checkbox"/> Approved	Date of Approval:	Approved By:
<input type="checkbox"/> Approval Denied—Reason:		
Check all that apply:		
<input type="checkbox"/> Copy of current California driver's license attached		
<input type="checkbox"/> Copy of proof of personal automobile insurance coverage attached		
<input type="checkbox"/> Copy of Motor Vehicle Report attached		
<input type="checkbox"/> Copy of Rental Agreement received and filed		