



Girl Scouts.

Girl Scouts of Northern California
 7700 Edgewater Drive, Suite 340
 Oakland, CA 94621
 T (510) 562-8470 (800) 447-4475 ext 151
 F (510) 633-7925
 www.GirlScoutsNorCal.org
 HR_Department@girlscoutsnorcal.org

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 such approval, submit this Request for Authorization to Rent Vehicles to the Council six (6) weeks in advance of a scheduled trip. Send completed form with attachments to: **Program Assistant**

Girl Scouts of Northern California
7700 Edgewater Drive, Suite 340
Oakland, CA 94621
Or fax to: (510) 633-7925

Vehicle to be rented by:

Troop # _____ Service Unit/Day Camp _____

If a troop check one: D B J C S A

Destination

From _____ To _____

Dates (mm/dd/yyyy - mm/dd/yyyy) _____ Total Days _____

_____ No. of Registered Participants

_____ No. of Non-Registered Participants

_____ Total in Vehicle

Driver Information

For all potential drivers of the vehicle, a copy of the following must be attached to this form:

- Copy of current California driver's license
- Proof of personal automobile insurance coverage
- Driver license record printout which can be obtained from the DMV for a \$5 fee. Request for your own driver license record (INF 1125) 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 Oakland office within five days after the vehicle is returned to the rental agency.

Collision Insurance

As Girl Scouts of Northern California can provide higher limits, vehicle insurance must be purchased from the council and not the automobile car rental agency. The cost is \$15 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 Oakland office at least two weeks (10 working days) prior to your trip or follow the instructions on our website: www.girlscoutsnorcal.org/insurance

Insurance cannot be purchased until this form is approved.

Person in Charge (Troop Leader)

Name _____ Telephone _____

Address _____ City / State / Zip _____

Person Renting Vehicle (if different from above)

Name _____ Telephone _____

Address _____ City / State / Zip _____

We wish to rent a total of _____ vehicles (cars, buses, vans, station wagons) 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.

Rental Agency

Name of Rental Agency _____

Telephone _____

Address _____ City / State / Zip _____

GSNC USE ONLY — DO NOT WRITE IN THIS SECTION

Approved

Date Approved _____ Approved by _____

Approval Denied - Reason:

Check all that apply:

- Copy of current California driver's license attached.
- Copy of proof of personal automobile insurance coverage attached.
- Copy of Motor Vehicle Report attached.
- Copy of Rental Agreement received and filed.