

Travel Application and Checklist

DIRECTIONS: Download this application to your desktop BEFORE filling it out. Preview the checklist below, making sure you have all the required certifications and training requirements. For more information, you can reference Volunteer Essentials. Submit the form to your customer care team.

- **For trips over 120 miles away or overnight trips:** Submit this form 3 weeks prior to trip
- **For extended domestic travel:** Submit this form at least 6 weeks prior to trip*
- **For international travel:** Submit this form at least 6 months prior to trip*

*Preliminary rosters due at this time; final rosters due a minimum of 3 weeks prior to trip.

Troop Number/Group Name: _____ Service Unit: _____

Trip Advisor: _____ Preferred Method of Contact: Email Phone Both

Email: _____ Phone Number: _____

Travel Dates: _____ Travel Destination: _____

Type of Trip: Field Trip (over 120 miles) Overnight Trip Domestic Extended Trip International Extended Trip

Has your troop/group been on any trips before? Yes No

If yes, where has your troop/group traveled in the past? _____

GIRL SCOUT TRAVEL CHECKLIST

- Completed Travel Application
- Copy of First Aid/CPR Certification (1 adult)
- Copy of driver's license and insurance (Anyone driving a child other than their own)
- Adults are all registered and have approved background checks
- Adult-to-Girl ratio met
- Training requirements met
- Additional Insurance (if necessary)

INTERNATIONAL TRIP CHECKLIST

- Use GSUSA's Global Travel Toolkit for special resources designed for international travel
- Plan ahead for passports, visas, immunizations, and registering with the U.S. Embassy
- Send a copy of the GSUSA Intent to Travel Form to globalgirlscouting@girlscouts.org (3-6 months prior to trip)



It is council policy that all adults going on trips over 120 miles, overnights, or domestic/international trips must be **registered members** with the council and **pass a criminal background** check to be eligible to attend.

ITINERARY

TRANSPORTATION INFORMATION

Mode of transportation: _____ Personal Rental Public
 Make/Model of vehicle(s): _____ Number of Passengers vehicle holds: _____
 Airline: _____ Flight Number: _____
 Trip departure time: _____ Location: _____
 Trip return time: _____ Location: _____
 Other (boat, train, etc.): _____

FORMS

Trip advisors should have copies of these forms with them at all times. These do not have to be turned into the council. These forms can be found at www.girlscoutsdiamonds.org under the Forms and Documents tab.

Form	Field Trip (>120 miles)	Overnight Trip	Domestic Extended Trip	International Extended Trip
Parent Permission form for Girl Scout Activity	●	●	●	
Girl Health History	●	●	●	
Adult Health History	●	●	●	
Medication Permission Form	●	●	●	●
First Aid Log (For First Aider)	●	●	●	●
Driver Information Record	●	●	●	●
Incident Form	●	●	●	●
Girl Health History for Extended Trips			●	●
Adult Health History for Extended Trips			●	●
Medical Treatment Authorization for Girls				●
Medical Treatment Authorization for Adults				●
International Travel Permission for Minors				●

I agree that the information provided is true and complete. I hereby acknowledge that I have read and understand appropriate Safety Activity Checkpoints and Volunteer Essentials. I agree to update Girl Scouts – Dimaonds with any changes related to this trip.

Leader Signature: _____ Date: _____