

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: _____

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 – Roster must be complete prior to submission
- ☐ 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 – VOI/VOII taken every 3 years

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.

PARTICIPANT INFORMATION

Number of girls traveling by level:
_____ Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior/Ambassador

Total number of girls participating: _____ Estimated cost per girl: _____

Total number of unregistered children (tagalongs) participating: _____

Number of female adults participating: _____ Number of male adults participating: _____

TRAVEL ROSTER

GIRL FIRST AND LAST NAME	AGE	EMERGENCY CONTACT AND PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TRAINING REQUIREMENTS

- List the first and last name of the adult (who is going on the trip) who has taken the trainings required for your travel.
- ◆ **Venture Out I:** Required for any overnight stay – no fire building permitted.
 - ◆ **Venture Out II:** Required for any troop travel that requires fire building and/or use of tents.
 - ◆ **CPR/First Aid:** Required for trips to resident properties and trips of one day or more – Must be present at all times.

GIRL FIRST AND LAST NAME	PHONE	ROLE (Driver, CPR/First Aid, VOII, Parent, etc.)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMERGENCY CONTACT

A person not going on the trip, designated to contact parents/guardians in the event of an incident/change in itinerary.

Name: _____ Phone: _____

Email: _____

Emergency contact has a copy of the troop/group trip roster with each participant’s emergency contact information.

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 – Diamonds with any changes related to this trip.

Leader Signature: _____ Date: _____