

# Girl Scout Travel Planning Checklist

This checklist is designed to be a resource as you plan a safe and enriching Girl Scout trip. A trip is considered a meeting that happens outside the normal meeting location or time. Depending on the type of trip you are planning, some parts of this checklist may be more helpful than others.

## Step 1: Getting Started

- Review the resources and reference materials at [Volunteers.GirlScoutsriv.org/travel](https://Volunteers.GirlScoutsriv.org/travel)
- Inform parents and guardians of the trip and ensure they all agree to the plans
- Girl Scouts are attending a trip appropriate for their program grade level, and have successfully completed shorter, progressive trips or activities leading up to this trip (see [Travel Progression Chart PDF](#))
- Review and follow the Safety Activity Checkpoints ([gsrv.gs/safety-act-checkpoints](https://gsrv.gs/safety-act-checkpoints)) related to this trip
- At least one adult is First Aid and CPR certified (required for all trips to destinations where first responders are not readily available)

## Step 2: Planning Your Trip

- This trip and the planning of it is girl-led. Girl Scouts have had a part in choosing when, where, why, how, and other aspects of this trip
-  For trips 3+ days, submit the travel request form ([gsrv.gs/travel-request](https://gsrv.gs/travel-request)) to council that includes your basic travel planning, at least six months before departure date
- Participate in Girl Scouts River Valleys' Cookie Program and in the Snacks & Magazines Program
- Review and follow money-earning guidelines at [gsrv.gs/money-earning](https://gsrv.gs/money-earning) (if applicable)

## Step 3: Collecting Paperwork

- Inform parents/guardians of the trip plans and collect a signed permission form for each Girl Scout: [gsrv.gs/troop-permission-slip](https://gsrv.gs/troop-permission-slip)
- International Trips Only: Collect a signed permission form from all legal guardians giving permission to take minors out of the country: [gsrv.gs/minor-consent-form](https://gsrv.gs/minor-consent-form)
- Have a completed Health History form for all participants: [gsrv.gs/health-history-form](https://gsrv.gs/health-history-form)
- Create a participant and chaperone behavior agreement (written or verbal) which has been agreed by all girls, parents, and adult participants and guardians: [gsrv.gs/participant-behavior-contract](https://gsrv.gs/participant-behavior-contract)
- Each Girl Scout has a current membership, and each adult chaperone has a current Girl Scout membership and has completed a criminal background check
-  Submit a Supplemental Insurance Request form at least one month before our departure date: [gsrv.gs/supp-insurance-form](https://gsrv.gs/supp-insurance-form)
-  Complete the Travel Approval Worksheet and submit it at least one month before our departure: [gsrv.gs/travel-approval-worksheet](https://gsrv.gs/travel-approval-worksheet)

## Step 4: Travel

Please contact us at 800-845-0787 or at [girlscouts@girlscoutsrv.org](mailto:girlscouts@girlscoutsrv.org) if you have questions about group management, security while traveling, or any other aspects of troop travel.

## Step 5: Upon Return

Please take our survey about your experience and the things your troop learned from travel!

- Troop Leader survey: [gsrv.gs/tl-travel-survey](https://gsrv.gs/tl-travel-survey)
- Caregiver survey: [gsrv.gs/girl-travel-survey](https://gsrv.gs/girl-travel-survey)
- Take a well-deserved break!