

Simple Overnight Checklist

- ✓ Submit [Intent to Travel Form](#) at least 6 weeks prior to your trip
- ✓ Submit [Troop Travel Application](#) at least 3 weeks prior to your trip
- ✓ Review [Safety Activity Checkpoints](#) for any activities planned during the trip
- ✓ Collect paperwork needed for your trip
- ✓ Submit [Travel Paperwork](#) at least 2 weeks prior to your trip

See chart below for forms and information needed for your trip. In addition, as part of the Travel Paperwork Submission form, you will need to provide final roster of girls and adults, your route of travel, day-to-day itinerary, location and contact information of lodging, and emergency contact information

Forms and Information Needed for Simple Overnights

Form Name	Information	Where to submit
Activity Permission Slip	Permission slips signed by a parent/guardian are required for any Girl Scout activity outside normal meetings	Troop Leader
Girl Health History	Health History forms should be collected at the beginning of each membership year and reviewed for changes prior to a trip	Troop Leader
Complete Background Check	Required for all adults attending the trip. Check with GSAK if adults are not sure of their background check status	GSAK will send links via email to any adult who needs a background check.
First Aid/CPR Certification	One adult must have current first aid certification/CPR	Troop Leader
Add Driver Form	Anyone who will be driving participants outside their household must submit an Add Driver form each year	Council through Travel Paperwork Submission form
Additional Insurance - Plan 2	Required if any participants are not registered Girl Scouts	Council through Travel Paperwork Submission form