

Girl Scouts of Alaska Travel Checklist

Extended Overnight

*Defined as a regional or domestic trip that is 4+ nights **OR** more than a 6 hour drive away from home*

This checklist is intended to help organize forms that will need to be completed prior to departure. Please use this form as a planning checklist as the group plans their trip.

- Submit **Intent to Travel** form Date Submitted to Council _____
 - Must submit to the Council at least 3 months prior to departure**

- Draft a **Personal Conduct Agreement** with your Girl Scouts, parents & Volunteers Date Complete _____
 - Group Agreement (Review, Revise, and Update prior to your trip)
 - Should be signed by every girl and adult participant

- Girl Information** Date Complete _____
 - Permission for Girl Scout Activity
 - Annual Permission Health History

- Adult Information** Date Complete _____
 - Complete background checks
 - Add Driver Form for Girl Scouts of Alaska
 - Annual Permission Health History

- Submit **Travel Application** Date Submitted to Council _____
 - Complete for all travel in which an “Intent to Travel” form was completed
 - Must submit to the Council at least 2 months prior to departure**

- Submit **Travel Paperwork** Date Submitted to Council _____
 - Must submit to the Council at least 3 weeks prior to departure**
 - Permission for Girl Scout Activity
 - Annual Permission Health History (for all girls and adults)
 - Up-to-date backgrounds checks (required for all adults attending the trip as a chaperone)
 - First Aid/CPR certifications (required to have at least one certified adult)
 - Add Driver/Check Driving Record Request (all adults driving on the trip are required to have an up-to-date driving form on file with Girl Scouts of Alaska)
 - Additional Insurance - required for trips lasting 3 or more nights

Once Travel Checklist is complete, leave an additional copy with:

- Primary Emergency Contact _____
- Other Trip Advisor(s) _____

Required Paperwork for Travel

Form Name	Form Description	Where to Submit	
Permission for Girl Scout Activity	Permission slips signed by a parent/guardian are required for all overnights	Parents	Troop/Trip Leader
		Troop/Trip Leader	Travel Paperwork Submission (GSAK)
Annual Permission Health History <i>(Girl and Adult)</i>	Health history forms, as part of the annual permission form, should be collected at the beginning of each membership year and reviewed for changes prior to a trip.	Parents	Troop/Trip Leader
		Troop/Trip Leader	Travel Paperwork Submission (GSAK)
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	Parents	Troop/Trip Leader
		Troop/Trip Leader	Travel Paperwork Submission (GSAK)
Add Driver/ Check Driving Record Request Form	Anyone who will be driving participants outside their household must submit an Add Driver form each year	Travel Paperwork Submission (GSAK)	
Additional Insurance - Plan 3P (required for trips more than 2 nights)	<p>1-2 night trips: Members and non-members are automatically covered by a basic accident plan. <i>If you would like additional coverage or if attendees do not have their own insurance, complete the Plan 3P insurance form.</i></p> <p>3+ night trips: Additional insurance is required</p>	Travel Paperwork Submission (GSAK)	