



Extended Travel Checklist

- ✓ Submit [Intent to Travel Form](#) at least 4 months prior to your trip
 - ✓ Submit [Troop Travel Application](#) at least 2 months 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 1 month 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 Extended Travel

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/Trip 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	Council through Travel Paperwork Submission form
Minor Authorization for Medical Treatment	Gives permission for adults besides a parent or guardian to act on their behalf if a child needs medical attention. THIS FORM MUST BE NOTARIZED	Council through Travel Paperwork Submission form
Adult Health History	Required for all adults attending the trip	Council through Travel Paperwork Submission form
Adult Authorization for Medical Treatment	Gives permission for adults to act on another adult's behalf if they need medical attention. THIS FORM MUST BE NOTARIZED	Council through Travel Paperwork Submission form
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/Trip Leader
<u>Add Driver Form</u>	Anyone who will be driving participants outside their household must submit an Add Driver form each year	Council through Travel Paperwork Submission form
<u>Additional Insurance - Plan 2</u>	Required for any trips 3 nights or longer	Council through Travel Paperwork Submission form