

Girl Scouts of Alaska Travel Checklist

International Overnight

Defined as international travel of any length

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 12 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** (Trip leader must carry a copy of each participant's Girl information forms.) Date Complete _____
 - Permission for Girl Scout Activity
 - Annual Permission Health History
 - Permission for Minors to Travel (**Notary required**)
 - Minor Authorization for Medical Treatment (**Notary required**)

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

- Passport/Visa for International Travel** Date Complete _____
 - Recommend starting passport applications 12 months prior to departure
 - Check this website for the visa requirements of the country you're visiting
 - Girl and adult participant passports scanned/copied

- 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 8 months prior to departure**

- Submit **Travel Paperwork** Date Submitted to Council _____
 - Must submit to the Council at least 2 months prior to departure**
 - Permission for Girl Scout Activity (for all girls)
 - Annual Permission Health History (for all girls and adults)
 - Notarized Permission for Minors to Travel (for all girls)
 - Notarized Authorization for Medical Treatment (for all girls and adults)
 - Copies of passports (for all travelers, 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 (council 3PI Plan available)

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)
Minor Authorization for Medical Treatment <i>(for all girls)</i>	Gives permission for adults besides a parent or guardian to act on their behalf if a child needs medical attention. THIS FORM MUST BE NOTORIZED.	Parents	Troop/Trip Leader
		Troop/ Trip Leader	Travel Paperwork Submission (GSAK)
Permission for Minors to Travel <i>(for all girls)</i>	Gives permission for a child to travel outside the US without a parent/guardian. THIS FORM MUST BE NOTORIZED.	Parents	Troop/Trip Leader
		Troop/ Trip Leader	Travel Paperwork Submission (GSAK)
Complete background checks	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.	
Copies of passports/visas <i>(for all travelers)</i>	Can be hard copies or digital. Copies should be kept with the Trip Leader on the trip as well as the Trip Advisor at home	Travel Paperwork Submission (GSAK)	
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 3PI	Required for trips 3 nights or longer. Must take either the Council-sponsored 3PI plan or provide proof of outside insurance.	Travel Paperwork Submission (GSAK)	