



International Travel Checklist

- ✓ Submit [Intent to Travel Form](#) at least 18 months prior to your trip
- ✓ Submit [Troop Travel Application](#) at least 9 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 2 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 International 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
Permission for Minors to Travel	Gives permission for child to travel outside the US without a parent/guardian. 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 needs medical attention. THIS FORM MUST BE NOTARIZED	Council through Travel Paperwork Submission form

Copies of Passports for all travelers	Can be hard copies or digital. Copies should be kept with adult on the trip as well as an adult at home	Troop/Trip 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/Trip 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 3PI	Required for any trips 3 nights or longer	Council through Travel Paperwork Submission form