

# Girl Scouts of Alaska Travel Checklist Simple Overnight

*Defined as a regional Overnight (1 night) or Short Trip (2-3 nights),  
within a 6 hour drive 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 2 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 1 month prior to departure**
  
- Submit **Travel Paperwork** Date Submitted to Council \_\_\_\_\_
  - Must submit to the Council at least 2 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 - optional (if desired)

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	
<b>Permission for Girl Scout Activity</b>	Permission slips signed by a parent/guardian are required for all overnights	<b>Parents</b>	<b>Troop/Trip Leader</b>
		Troop/Trip Leader	Travel Paperwork Submission (GSAK)
<b>Annual Permission Health History</b> <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.	<b>Parents</b>	<b>Troop/Trip Leader</b>
		Troop/Trip Leader	Travel Paperwork Submission (GSAK)
<b>Complete background check</b>	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.	
<b>First Aid/CPR Certification</b>	One adult must have current first aid certification/CPR	<b>Parents</b>	<b>Troop/Trip Leader</b>
		Troop/Trip Leader	Travel Paperwork Submission (GSAK)
<b>Add Driver/ Check Driving Record Request Form</b>	Anyone who will be driving participants outside their household must submit an Add Driver form each year	Travel Paperwork Submission (GSAK)	
<b>Additional Insurance - Plan 3P</b> <i>(optional)</i>	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>	Travel Paperwork Submission (GSAK)	