

# In-State Weekend and Overnight Travel Checklist

## For Your Troop

Required Forms to Turn in to Service Unit Manager	Timeline	Due Dates
<a href="#">Travel Application for Short Trip</a>	Due to service unit manager one month prior to travel	
<a href="#">Certificates of Insurance</a> : Required for lodging and activities	Due to council prior to travel	
<a href="#">Application for High Risk and Sensitive Topics</a> : May be required	Due to council one month prior to travel	

- Forms for troop
  - [Incident Report Form](#): Just in case
  - [Emergency Procedures Card](#): Just in case
- Preparation
  - Complete the [Getting Started Online Modules](#)
  - Complete the [Day Trip Planning Module](#)
  - Complete the [Basic Overnight Module](#)
  - Complete the [Outdoor Overnight Workshop](#) (if outdoors)
  - At least one adult who is First aid/CPR certified\*
  - Review relevant [Safety Activity Checkpoints](#)
  - Review [Administering Medication to a Minor Policy](#)

## For Individual Girl Scouts

- [Membership](#)
- [Youth Permissions and Health History](#): Sections one and two (if needed)
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#): May be required depending on activities

## For Adults

- Membership and Criminal Background Check on file
- [Adult Health History Record](#)
- [Transportation Card](#): Required for adults who are driving

\*Wilderness First Aid (WFA) certification is required if more than 30 minutes for emergency services.