



3+ Day International Travel Checklist

For Your Troop

Required forms to turn in	Timeline	Due Dates
Intent for Extended Travel	Due to staff 12 months prior to travel	
Application for Extended Travel	Due to staff 6 months prior to travel	
Additional Insurance 3PI Plan	Due to staff 6 weeks prior to travel	
Certificates of Insurance – Required for Lodging and Activities	Due to staff prior to travel	
Application for High Risk and Sensitive Topics – May be required depending on activities	Due to staff 1 month prior to travel	

- Forms for troop
 - [Trip Action Plan](#)
 - [Incident Report Form](#) – Just in case!
 - [Emergency Procedures Card](#) – Just in case!
- Preparation
 - Complete the [Getting Started Online Modules](#)
 - Complete the [Day Trip Planning Workshop](#)
 - Complete the [Basic Overnight Workshop](#)
 - Complete the [Outdoor Overnight Workshop](#)
 - Complete the [Travel Planning with Girl Scouts Workshop](#) Or
 - Complete the [Domestic Troop Travel Module \(20 minutes\)](#)
 - Complete the [International Troop Travel Module \(30 minutes\)](#) – Required for all adults
 - 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](#)
- [Girl Scout Permissions & Health History](#) – All Sections that apply
- [Notarized Girl Scout Permission and Medical Consent Form](#)
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#) – May be required depending on activities
- Complete the [Travel Workshop for Teens](#) – Highly Recommended

For Adults

- [Membership & Current Criminal Background Check on file](#)
- [Adult Health History](#)
- [Medical Treatment Authorization for Adults](#)
- [Transportation Card](#) – Required for adults who are driving

*Wilderness first aid is required if more than 30 mins from emergency services