

Who	Type of Travel	Trip Type	Travel Planning Support	Approver	Required Adult Forms	Required Youth Forms	Travel Forms Due	Emergency Travel Plan Due	Proof of Negative COVID-19 Test
Non-Vaccinated and Vaccinated Travelers	Domestic	Day Trips	<a href="#">Health Guidelines</a>	n/a	<a href="#">Transportation Card &amp; Health History</a>	<a href="#">Girl Scout Permission &amp; Health History</a>	n/a	n/a	n/a
		In State Overnight Trips (1-2 nights)	<a href="#">Health Guidelines</a> <a href="#">Travel Resources</a>	Service Unit Manager or Volunteer Support Manager	<a href="#">Transportation Card &amp; Health History</a>	<a href="#">Girl Scout Permission &amp; Health History</a>	<a href="#">Short Trip Application for Travel</a> : 4 weeks prior to departure		n/a - Follow council Health & Safety Guidelines
		Out of State Overnight Trips (1-2 nights)	Travel Support Team	Program Manager, Highest Awards & Travel <a href="mailto:Travel@girlscoutsww.org">Travel@girlscoutsww.org</a>	<a href="#">Transportation Card &amp; Health History</a>	<a href="#">Girl Scout Permission &amp; Health History</a>	<a href="#">Short Trip Application for Travel</a> : 8 weeks prior to departure or no later than May 1, 2023 for travel occurring prior to September 1, 2023  <a href="#">Additional Insurance Plan 3P or 3E</a> : Due 6 weeks prior to departure or no later than May 1, 2023 for travel occurring prior to September 1, 2023	6 weeks prior to departure  <a href="#">Domestic Travel Emergency Plan Summary</a>	All travelers, youth and adults, should provide proof of a negative COVID-19 test to their Trip Advisor/troop leader no more than 48 hours to departure and should quarantine between taking their test and getting their results. Proof of vaccination cards will no longer be collected by council staff.
		Extended Overnight Trips (3+ nights)		Program Manager, Highest Awards & Travel <a href="mailto:Travel@girlscoutsww.org">Travel@girlscoutsww.org</a>	<a href="#">Transportation Card &amp; Health History</a>	<a href="#">Girl Scout Permission &amp; Health History</a>  <a href="#">Extended Travel Youth Health Form</a>  <a href="#">Permission to Travel for Minors</a>	<a href="#">Application for Travel</a> : 12 weeks prior to departure or no later than May 1, 2023 for travel occurring prior to September 1, 2023  <a href="#">Additional Insurance Plan 3P or 3E</a> : Due 6 weeks prior to departure or no later than May 1, 2023 for travel occurring prior to September 1, 2023	6 weeks prior to departure  <a href="#">Domestic Travel Emergency Plan Summary</a>	
International	All Overnight and Day Trips, including trips to Canada	Travel Support Team	Program Manager, Highest Awards & Travel <a href="mailto:Travel@girlscoutsww.org">Travel@girlscoutsww.org</a>	<a href="#">Transportation Card, Health History, Medical Treatment Authorization</a>	<a href="#">Girl Scout Permission &amp; Health History</a>  <a href="#">Extended Travel Youth Health Form</a>  <a href="#">Permission to Travel for Minors</a>	<a href="#">Intent for Extended Travel</a> : 12 months prior to departure  <a href="#">Application for Travel</a> : 4 months prior to departure or no later than May 1, 2023 for travel occurring prior to September 1, 2023  <a href="#">Additional Insurance Plan 3PI</a> : Due 6 weeks prior to departure or no later than May 1, 2023 for travel occurring prior to September 1, 2023	8 weeks prior to departure  <a href="#">International Travel Emergency Plan Summary</a>	Trip Leaders should collect vaccination cards prior to trip if proof is required for any destination country. All travelers, youth and adults, should provide proof of a negative COVID-19 test to their Trip Advisor/Troop leader no more than 48 hours to departure and should quarantine between taking their test and getting their results.	